

INDIVIDUAL INCOME TAX PREPARATION CHECKLIST

Tax Year
2023

- Completed Tax Organizer.** Please respond to the *Questionnaire (MANDATORY)* in the front pages of the Organizer.
- Engagement Letter** signed and dated. Both spouses must sign if married.
- Tax Documents** as applicable (please provide these forms even though you've listed the amounts in the Organizer):
 - W-2** Forms.
 - 1099** Forms [**INT**erest; **DIV**idend; **B**roker; **C**ancel Debt; **MISC**ellaneous; **NEC** (non-employee compensation); Retirement; **Q**ualified Tuition Plan, **K** (payments from 3rd party processors), Others]
 - Statement of Realized Gain/(Loss)** [usually received from the brokerage company].
 - Social Security Benefits Statement** [SSA-1099].
 - K-1** forms from Partnership, S Corp, Estate/Trust [All pages].
 - 1098** Forms [Mortgage Interest Paid] **1098-E** [Student Loan Interest Paid] **1098-T** [Tuition Paid].
 - Health Savings Account (HSA)** Related forms [1099-SA and 5498-SA].
 - 2024 County Property Tax Statement** if homeowner (to be issued in March of 2024); Certificate of Rent **Paid (CRP)** form if you are a MN renter.
 - Settlement Statement** (also called the Closing Disclosure) from the closing of any home purchase, sale, or refinance.
 - 1095-A Form** if you purchased health insurance through MNSURE or another exchange.
- Any Notices or Bills** received from a Tax Authority. Include any letters from Minnesota Revenue related to any adjustments on prior returns. (Provide ALL pages)
- Foreign Accounts** continue to be scrutinized by the IRS. If you have any non-US accounts, provide details so that Lottsa can determine if you have reporting requirements.
- If you're a **new client**, and you have not already, please provide: 1) a copy of the prior year's Federal and State tax returns; and, 2) a copy of a valid photo ID for all people named on the tax form. (e.g. driver's license, passport)

TOPICAL INFORMATION

New and/or Notable in 2023:

- **Energy Efficiency credits** have been expanded for both **Electric/Plug-in Hybrid Vehicles (new and used)** and certain **Home Improvements**. If you made purchases or improvements in 2023 that may qualify, fill out the dedicated sections near the end of your organizer.
- Many states made a one-time **Stimulus Payment in 2023, including Minnesota**. Any MN rebate payments will be reported on 1099-MISC forms and are fully taxable on the federal return. Payments by other states may also be taxable. If you received such a payment, provide the details requested on the questionnaire.
- Because of some mid-year changes regarding retirement accounts, some taxpayers had an option to re-deposit (return) some or all of a distribution that they withdrew earlier in the year.

If you redeposited any retirement account distribution, please provide details about the transaction(s), including amount(s), date(s) and circumstance(s).

Charitable Donations:

We encourage all clients to provide information regarding qualified charitable contributions, regardless of whether you expect to itemize deductions. Many states (including Minnesota) have a charitable deduction for 2023, meaning it is worthwhile to include details of eligible charitable gifts with your tax materials. Only donations made to registered, U.S. tax-exempt organizations are deductible. Political contributions, donations to foreign charities, and gifts to individuals are NOT deductible. Prior to filing your tax return, you must have a receipt (a letter from the charity) or proof of payment for all donations claimed. If any donation is \geq \$250, then you must have both a receipt and proof of payment, and the receipt must include words to the effect of *'no goods or services were provided in exchange for the contribution'*.

If you made donations of property or securities whose value exceeds \$500, you must also describe what was given, to whom, the date(s) donated, the date(s) acquired, original cost of the property given away, and its value at donation date. Donations of vehicles generally require Form 1098-C.

Supplemental Information is

sometimes needed. If there were changes in your situation (economic, family, location, etc.) compared to the prior year, or if you have information to share that was not captured in our Organizer, please be sure to communicate about those topics to us. Contact us to request supplemental Organizer pages for business, rental, business use of home, vehicle use, or other new matters.

Minnesota-Specific Information such as property taxes, K-12 education expenses, 529 Plan contributions, student loan payments, and long-term care insurance is gathered on the final pages of the Organizer. Please provide applicable data.