PETER HOLTZ CPA

Check-List of Items Needed for 2022 Personal Income Tax Return

Please provide photocopies of the following information for us to complete your 2022 Income Tax Return. Please do not send the originals to us. There will be additional charges for photocopying original documents and mailing them back to you. You may scan in your data and email them to tax@peterholtzcpa.com. We ask that you retain the originals in a safe place in your possession in case questions arise or further information is needed from them in the future.

1. **General information**
   - **a.** Refer to the Basic Taxpayer Organizer.
   - **b.** Copies of last two years Federal & State tax returns.

   If we prepare your returns there is no need to send copies.

2. **Income information**
   - **a.** Copies of all W-2 forms that you or your spouse received from your employer(s).
   - **b.** Copies of 1099 forms that you or your spouse received for other income.
   - **c.** Copies of 1099-INT or 1099-DIV forms that you or your spouse received for interest or dividend income.
   - **d.** Copy of last year's state tax refund.
   - **e.** Distributions from a Health Savings Account.
   - **f.** Distributions from IRA, 401(K) or other retirement accounts.
   - **g.** Documentation on capital gains you may have had through asset sales in 2022.
   - **h.** Unemployment compensation.
   - **i.** Social Security benefits received.
   - **j.** Any other types of income you may have for 2022.

3. **Adjustments to Income**
   - **a.** Contributions to a Health Savings Account.
   - **b.** Moving expenses.
   - **c.** Contributions to SEP, Simple or other qualified plans.
   - **d.** Premiums paid for self-employed health insurance.
   - **e.** Alimony paid.
   - **f.** IRA contributions for 2022.
   - **g.** Student loan interest paid.
   - **h.** Tuition and fees paid for college education.

4. **Itemized deductions**
   - **a.** Medical expenses (doctors, dentists, eyeglasses, prescriptions, employee health insurance premiums, etc.).
   - **b.** Real estate taxes paid.
   - **c.** Personal property tax paid (automobiles, etc.)
   - **d.** Mortgage interest paid on your residence (form 1098 or other documentation).

   e. Points paid on your residence.
   f. Charitable contributions by cash or check.
   g. Charitable contributions made in kind (clothing, automobiles, furniture, etc.)
   h. Casualty losses from theft or fire.
   i. Unreimbursed business expenses.
   j. Legal fees.
   k. Tax preparation fees.
   l. Safety deposit box fees.

5. **Other deductions and credits**
   a. Child and dependent care costs.
   b. Credit for elderly or disabled.
   c. Residential energy credit for improving the efficiency of your home.
   d. Taxes paid to foreign countries.

6. **Payments**
   a. Documentation of payments or estimated payments that you may have made toward your 2022 taxes. (This does not include any payments made in 2022 for additional taxes due for 2020).

7. **If you owned a business that could be considered a sole-proprietorship in 2022 we need the following information to complete the Schedule C for your tax return:**
   a. What activity the business was engaged in.
   b. Total revenue earned by the business in 2022.
   c. Categorized expenses incurred by the business in 2022.
   d. Total miles and total business miles driven for the year.
   e. Information on a home office if one was used.
   f. Any depreciable assets used by the business. (computers, office furniture, etc.)

8. **If you personally owned rental properties in 2022 we need the following information for your Schedule E:**
   a. Address and location of new properties.
   b. Amount paid for the new properties purchased.
   c. Rental income for the individual properties.
   d. Cost of any improvements made to the properties.

9. **If you personally owned rental properties in 2022 we need the following information for your Schedule E (continued):**
   a. Expenses for the maintenance and operation of the properties.
   b. Information as to whether or not you can be considered a real estate professional. (the greater of 750 hours **and** more than 50% of your working time, if you have another job, devoted to working in real estate activities for 2022)
   c. HUD Statements (closing statements) on any property purchased or sold in 2022

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2022 Individual Taxpayer Information Organizer

** NOTE: For any inapplicable fields, please enter "N/A" **

TAXPAYER

First Name & Middle Initial:

Last Name:

Social Security Number:

Date of Birth:

Phone Number:

Occupation:

SPOUSE

First Name & Middle Initial:

Last Name:

Social Security Number:

Date of Birth:

Phone Number:

Occupation:

ADDRESS

Street Address (NO P.O. BOX):

City:

State:

Zip Code:

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FILING STATUS (check one)

Single ___
Married filing joint ___
Married filing separate ___
Head of Household ___
Qualifying Widow(er) ___

DIRECT DEPOSIT

Would you like to direct deposit any refunds? Yes ___ No ___
If yes, please provide the following:

Banking Institution:

Routing Number:

Account Number:

Account (Checking/Savings)

DEPENDENT INFORMATION

Name (first, initial, last):

Date of Birth:

Social Security Number:

Relationship:

Months In Home:

Name (first, initial, last):

Date of Birth:

Social Security Number:

Relationship:

Months In Home:

INCOME INFORMATION

WAGES

Please provide copies of all W-2s

Taxpayer Name:

Employer Name:

Wages:

Federal Tax Withheld:

State Tax Withheld:

Local Tax Withheld:

Taxpayer Name:

Employer Name:

Wages:

Federal Tax Withheld:

State Tax Withheld:

Local Tax Withheld:

INTEREST INCOME

Please provide copies of 1099INTs & 1099DIVs

1099 INT INCOME:

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1099 DIV INCOME

GAINS OR LOSSES

FROM SALES OF STOCK, SECURITIES OR OTHER ASSETS – Please provide copies of 1099Bs

Kind of Property and Description:

Date Acquired:

Date Sold:

Sales Price:

Cost or Other Basis:

OTHER INCOME

Please provide copies of all 1099s

Alimony received:

Taxable refunds of state or local income taxes **1099-G**:

IRA Distributions **1099-R:**

Pensions and annuities **1099-R:**

Unemployment compensation **1099-G:**

Social Security benefits **SSA-1099:**

Tips:

Cancellation of Debt **1099-A and/or 1099-C:**

All other income not provided for in this organizer and source of that income, such as form 1099s, etc:

DEDUCTION INFORMATION

ADJUSTMENTS TO INCOME

Please provide copies of 1098

Educator expenses:

IRA deduction:

Student loan interest **1098-E:**

Tuition and fees deduction **1098-T:**

Required course material for higher education:

Health savings account contributions:

Moving expenses:

Self-employed, SEP, SIMPLE, and qualified plans:

Penalty on early withdrawal of savings:

Alimony paid:

CHILD OR DEPENDENT CARE EXPENSES

Please break out by each child/dependent

Institution or Person Paid:

Address SSN or ID Number:

Amount Paid:

Child/Dependent:

FEDERAL, STATE OR LOCAL ESTIMATED TAXES PAID FOR 2022

Payment Information Federal/State/Local

First Quarter 2022:

Second Quarter 2022:

Third Quarter 2022:

Fourth Quarter 2022:

With 2022 Extension:

Other Estimated Tax Payments:

ITEMIZED DEDUCTIONS

Medical and Dental expenses:

Medical insurance premiums paid after tax:

Medical miles:

Personal Residence Real Estate taxes:

Personal Property taxes:

Home Mortgage Interest and points reported on form 1098 **(Please provide copies of 1098s):**

Home Mortgage Interest and Points not reported on form 1098:

Investment Interest paid:

Contributions to charity by cash or check:

Contributions to charity other than by cash or check – If over $500 please fill in detail in the box on the next page * Charitable miles:

Unreimbursed employee expenses **(For W-2 employees):**

1. Travel expenses (excluding meals):
2. Meals and Entertainment:
3. Parking and Tolls:
4. Telephone used for employer's business:
5. Educational expenses required to maintain your job:
6. Tools and Equipment Uniform costs – Safety and Protective Clothing:
7. Subscriptions to professional journals:
8. Other Dues:

Job seeking costs:

Investment expenses:

Tax preparation fee in 2022:

Safe deposit box rental:

CONTRIBUTIONS TO CHARITY OTHER THAN CASH OR CHECK OVER $500

Name:

Address:

Items Donated:

Fair Market Value:

Date:

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VEHICLE INFORMATION AND MILEAGE DOCUMENTATION

If you have more than one vehicle used for business purposes please make additional copies as necessary.

Description of Vehicle: ____

Is the vehicle used 100% for business purposes? Yes___ No___

Is another car available for personal uses? Yes No___

Vehicle cost___________________

Date placed in service ______________________

Vehicle Insurance paid_____________________

Business miles driven for 2022 ___________ Personal miles driven for 2022___________

Total miles driven for 2022 ___________

Do you have evidence to support your mileage information (written log, etc)? Yes___ No___

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Schedule C / Sole-Proprietorship

If you received income through the operation of a sole-proprietorship business please list the income and the expenses related to that income in the tables below: **(If you have more than one business please make a copy for each business and list income and expenses separated by business).**

Advertising:

Commissions:

Legal and professional services:

Office expense and supplies:

License & Fees:

Travel:

Meals & Entertainment:

Professional Development:

Telephone:

Other Expenses (list out separately)