LOTITO & LAZZARA
Certified Public Accountants

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Phone: 248-380-1811 • **Fax:** 248-380-1816
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For security purposes, please verify your information.

Legal Name: ______________________ **Spouse Name:** ______________________

Date of Birth: ______________________ **Spouse Date of Birth:** ______________________

PLEASE CHOOSE DELIVERY METHOD OF TAX RETURN (SELECT ONE)

○ SECURE GATEWAY e-Delivery
○ PAPER COPY MAILED TO YOU

Married filers: Please provide both emails for e-Signing of Form 8879 e-file Authorization.

		Preferred Contact Method
Taxpayer Email:	______________________	○
Spouse Email:	______________________	○
Primary Phone:	______________________	○

BANK INFORMATION FOR DIRECT DEPOSIT REFUNDS

We are required to confirm this each year, so bear with us! If your banking info is unchanged from prior year, check here ☐

Please provide banking info, if you'd like your refund to be directly deposited there.

Checking or Savings? -Select-
Bank Name: ______________________
Routing # ______________________
Account # ______________________

Please refrain from emailing us your bank information! Upload to our secure gateway

Secure Gateway: www.cpanerds.com

Tax Year 2023 Form 1040 Checklist - Let the fun begin!

PLEASE PROVIDE THE FOLLOWING INFORMATION (if applicable to you!):

- [ ] Copy of your 2022 tax return. (For 1st year clients only.)
- [ ] Form W-2 - Wages earned as an employee
- [ ] Form 1099-INT - Interest earned. (Banks send if interest earned is more than $10)
- [ ] Form 1099-DIV - Dividends earned
- [ ] Form 1099-R - IRA, Pension, or annuity distributions
- [ ] Form SSA-1099 - Social Security benefits received
- [ ] Form 1099-CONS - Brokerage statement showing transactions for stocks, bonds, crypto transactions etc.
- [ ] Form 1099-NEC - Nonemployee compensation (Contractor, Entrepreneurs, Self Employed)
- [ ] Form 1099-MISC - Miscellaneous income (Rent, Royalties, Other)
- [ ] Schedule K-1 - Share of income or loss from partnerships, S Corporations, estates or trusts.
- [ ] Form 1099-G - Unemployment income or other state related payments (State refunds)
- [ ] Form W-2G - Gambling Winnings (Casino, Lottery, Raffle, etc.)
- [ ] Form 1099-Q - Distributions from Qualified Education Programs (529 Plans)
- [ ] Form 1099-QA - Distributions from ABLE Account (Achieve a Better Life)
- [ ] Form 1099-SA - Distributions from a HSA Plan for medical. (Health Savings Account)
- [ ] Form 5498-QA - Contributions to an ABLE Account. (Achieving a Better Life)
- [ ] Form 5498-SA - Contributions to a HSA Plan for medical. (Health Savings Account)
- [ ] Form 1098 - Home mortgage interest paid (and points)
- [ ] Form 1098-T - Education expenses paid to a college/university (Tuition)
- [ ] Form 1098-E - Student loan interest paid
- [ ] Form 1095-A - Health Insurance through Marketplace
- [ ] Any tax notices sent to you by IRS or other taxing authority
- [ ] Tax Notice "CP01A" from IRS assigning you a six-digit Identity Protection PIN
- [ ] Copies of closing statements regarding the sale/purchase of real estate (property)

THOSE WHO HAVE PAID ESTIMATED TAXES FOR TAX YEAR 2023

Please provide date(s) and amount(s) paid below.

Federal

	Date Paid	Amount Paid
Q1		
Q2		
Q3		
Q4		

State

	Date Paid	Amount Paid
Q1		
Q2		
Q3		
Q4		

We don't need copies of the checks. It is a good idea for you to keep them in your files though!

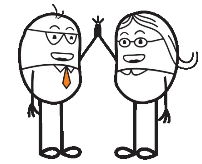
LOOKING TO POTENTIALLY ITEMIZE DEDUCTIONS

Please provide the amount for the following **(We do not need receipts, but you should keep them though!)**:

	Amounts Paid in 2023
Real Estate Taxes	________
License Plate Tab Registration Fee	________
Medical Out-of Pocket Expenses, including premiums	________
Miles Driven for Medical Care	________
Cash Charity Contributions	________
Non-Cash Charity Contributions	________
Place of Donation	________
Miles Driven for Charitable Reasons	________
Gambling Losses	________

OTHER CREDITS/DEDUCTIONS

			YES	NO
1.	Amount of Long-Term Care Premiums Paid for yourself or family		○	○
	Premiums paid:	________		
2.	Did you purchase a qualified plug-in electric drive vehicle, fuel cell vehicle, energy efficient home improvements this year? If yes, please provide details.		○	○
3.	Did you pay expenses related to the adoption of a child in 2023?		○	○
	Amount paid:	________		
4.	Did you make any contributions in 2023 to a MESP or MET? (529 Plan)		○	○
	Amount paid:	________		
5.	Any Childcare Payments to a Person or Organization		○	○
	How much did you pay in 2023?	________		
	Number of children?	________		
	Provider Name	________		
	Address	________		
	Child care provider SSN or EIN	________		



OTHER CREDITS/DEDUCTIONS (CONTINUED)

		YES	NO
6.	Have you contributed, or do you plan on contributing to a retirement account?	○	○

	Amount	Indicate Type:	
Taxpayer	________	☐ Regular IRA	☐ Keogh
Spouse	________	☐ Roth IRA	☐ Simple
Date of contribution	________	☐ SEP IRA	

		YES	NO
7.	If you are subject to the IRA deduction limitations based on adjusted gross income, do you want to contribute the maximum allowed as a deduction?	○	○
8.	If **yes**, are you planning to make any nondeductible IRA contributions? Amount of contributions: ________	○	○

NEW CLIENT INFORMATION

New clients only - please provide the following information:

Name: ________________________

Date of birth: ________ SSN: ________

Name of Spouse: ________________________

Date of birth: ________ SSN: ________

Dependent: ________________________

Date of birth: ________ SSN: ________

Dependent: ________________________

Date of birth: ________ SSN: ________

Dependent: ________________________

Date of birth: ________ SSN: ________

Dependent: ________________________

Date of birth: ________ SSN: ________

LET'S GET PERSONAL

9. Please provide your current address that should appear on your 2023 Tax Return

Address ________________________

City ________________________

State ________________________

Zip Code ________________________

		YES	NO
10.	Do you have a new dependent this year?	○	○

Name ________

Date of Birth ________

SSN ________

Relationship ________

LET'S GET PERSONAL - CONTINUED

	YES	NO
11. Will any of your college aged dependents file their own tax return? If so, did they file independently?	○	○
12. Did your marital status change during 2023?	○	○
13. Did you pay (or receive) alimony during the tax year?	○	○
14. Was a prior divorce agreement modified after 2018? If so, please provide details if there was a change to the reporting of alimony	○	○
15. If you are separated or divorced with children, do you have a separation agreement or divorce decree that establishes custodial responsibilities?	○	○

11. Will any of your college aged dependents file their own tax return?
    If so, did they file independently?

12. Did your marital status change during 2023?
    Spouse Name ____________________
    Spouse Date of Birth ____________________
    Spouse SSN ____________________

13. Did you pay (or receive) alimony during the tax year?
    Paid To/Received From: ______________ SSN: ______________
    Amount: ______________ Divorce Date: ______________

14. Was a prior divorce agreement modified after 2018?
    If so, please provide details if there was a change to the reporting of alimony

15. If you are separated or divorced with children, do you have a separation agreement or divorce decree that establishes custodial responsibilities?
    *If **yes** , please provide a brief description of the agreement or decree (relative to which parent claims each child):*

____

CALLING ALL ENTREPRENEURS

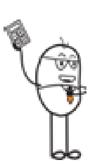
16. Provide a Summary of Revenue and Expenses. (QuickBooks Profit & Loss or Similar)

17. Business Travel (Self-Employed Only)
    Business miles: ____________________
    Total miles: ____________________

	YES	NO
18. Self Employed Health Insurance Premiums Paid in 2023	○	○
19. Did you use an area of your home exclusively for business purposes?	○	○

18. Self Employed Health Insurance Premiums Paid in 2023
    Amount Paid
    For your employees: ____________________
    For yourself and family: ____________________

19. Did you use an area of your home exclusively for business purposes?
    Square footage of the space used: ____________________
    Total square footage of home: ____________________

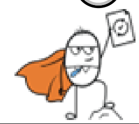


CALLING ALL LANDLORDS

YES NO

20. Do you have a rental property?
Provide a Summary of Rental Income and Expenses (By Property)

21. Did you buy or sell a rental property this year?
*If **yes** , please provide a copy of the closing statement.*



GENERAL QUESTIONS

YES NO

22. Did you reside in or operate a business in a Federally declared disaster area?
The Federally declared disaster areas include flooding, hurricane/tropical wind storms, and wildfires in many states.

23. At any time during 2023, did you receive, sell, exchange or otherwise acquire any financial interest in any virtual currency?

24. Do you have a financial interest in or signature authority over a financial account, such as a bank account, securities account, or brokerage account, located in a foreign country?

25. Did you make gifts over $17,000 to an individual or trust or contribute to a prepaid tuition plan? If yes, please provide details.

26. Would you like to designate $3 to the Presidential Election Campaign Fund?
Checking "Yes" will not change your tax or reduce your refund.

27. Did you make any out-of-state purchases (by telephone, internet, mail, or in person) on which the seller did not collect sales or use tax?
What was the total amount of the purchases? ____________________

28. For those with wages earned in a city that has an income tax, were all of your wages worked within the city?

If all of your wages were not worked within the city, please provide a work log of your hours or days worked in the city and a letter from your employer that states all of your work is not performed within the city.

29. Did you receive any income not included in the checklist?

If you provided us with copies of your documents, they will be returned back to you at the completion of your return. If you would like to pick them up, please reach out to us to set up a time to stop by.

Need help with your 2023 Checklist? Reach out to your CPA Nerds!

USPS continues to run slowly. Please allow plenty of time should you choose to provide your documents to us by mail. Also, be sure to keep copies of any original tax documents for your records before mailing your tax packet to us.

If you choose to upload your tax documents to our secure Gateway, please scan your documents as one file. It is not necessary to scan each document separately. Upload to us when you are reasonably certain that all documents have been received.

DON'T BE SCAMMED! CALL US

The IRS does not send out unsolicited emails, texts, or phone calls requesting detailed personal information. Nor does the IRS use any form of social media to contact and/or gather information from taxpayers.

Such authentic-looking emails are called "phishing" emails and responding may expose you to identity theft. If you receive such an email from the IRS, send a copy of the email to phishing@irs.gov. Please do not respond to the email unless the email request you send to the IRS has been verified as legitimate. You may also contact our office regarding any correspondence, written or electronic, that you receive from the IRS.

HAVE SOMETHING YOU'D LIKE TO SHARE FOR 2023?

ANY CHANGES FOR 2024 WE SHOULD KNOW ABOUT?