

WHAT TO UPLOAD AHEAD OF YOUR APPOINTMENT

INCOME

YES N/A

- W-2s
- 1099-G (Unemployment Received)
- 1099-R (Distributions from IRAs/401ks/other retirement accounts)
- 1099-INT (Interest Income) and/or 1099-DIV (Dividend and Capital Gain Income) or 1099 Composite Package
- 1099-B (Sale of Stocks/Mutual Funds) - Check to see if all sales have corresponding cost info
- 1099-MISC/1099-NEC (Self Employment Income) - **FILL OUT BUSINESS INCOME/EXPENSE WORKSHEET**
- 1099-K (If you accept credit cards, Paypal or Venmo for business or online sales)
- 1099-A/1099-C (Cancellation of Debt or Property Foreclosures)
- K1 with Basis Schedule (Income from Partnership, Estate, Trust or S Corp)
- SSA-1099 (Social Security Income)
- MN One Time Tax Rebate Payment (Please send 1099-Misc from MN Revenue) - **AMOUNT**
- Alimony/Spousal Maintenance Received - **AMOUNT** **DATE OF DECREE**
- Rental Income - **FILL OUT RENTAL INCOME WORKSHEET**
- Did you receive Student Loan Forgiveness in 2023? - **AMOUNT** **DATE OF FORGIVENESS**
- Did you own or have signature authority over any foreign financial assets (bank, brokerage, etc.) during the tax year?
If yes, please provide info on foreign investment income and max account values during tax year
- Did you receive any gifts or inheritance from foreign persons or entities during the year?
- Do you have any other sources of income (bartering, hobbies, sales of property etc...)? If yes, please provide information
- Did you receive, sell, send, exchange or otherwise acquire cryptocurrency in 2023? If yes, enclose a list of sales/exchanges

DEDUCTIONS/CREDITS

YES N/A

- Childcare - Provide Statement from childcare provider or Nanny Payroll Reports including name, address and amount paid
- 1098-T (Tuition Statement for College Education) **Provide billing statement showing actual tuition payments plus receipts for books/supplies**
- 1098-E (Student Loan Interest Paid) - **NEW MN CREDIT!** See page 3 for details of what to provide
- 1098 (Mortgage Interest Paid)
- Did you buy, sell or refinance any property this year? **Provide all Settlement Statements / Closing Disclosure**
- Charitable Donations - Provide receipts plus itemized list of non-cash items/values. [Click Here](#) for online valuation
- Proof that children live with you - Provide school, health records or other documents. This is for **ALL** dependents this year
- Quarterly Estimated Tax Payments - **Provide list of date and amount of each payment made** - See page 6 for details
- 1095-A (Health Insurance obtained through the Healthcare Exchange)
- 1099-SA (Distributions from a Health Savings Account) - Please provide a copy
- Did you buy a New or Used Electric Vehicle in 2023? - Please provide your credit certificate from the dealer
- Did your dependent have investment income? - Provide tax forms
- All Adoption Papers and proof of expenses for Adoption Credit
- MN Long Term Care Insurance & 529 plans - See page 3 for details
- MN K-12 Education Expenses - See page 3 for details
- MN CRP (Certificate of Rent Paid)

OTHER IMPORTANT ITEMS TO UPLOAD

YES N/A

- Copy of Picture ID - Front and Back **required for all taxpayers this year**
- Signed Release of Exemption [Form 8332](#) if you are claiming a child that does not live with you
- For NEW clients:** Copy of last year's tax return
- S-Corps & Partnerships: BEFORE SCHEDULING an appointment, email all bookkeeping to your accountant
- NEW Bank Account?:** Please upload a voided check to update your Direct Deposit/ACH info for tax refunds

TAX PREPARATION WORKSHEET

PERSONAL DATA

Taxpayer Name		Spouse's Name	
SSN		SSN	
DOB		DOB	
Phone		Phone	
Email Address		Email Address	
Occupation		Occupation	
Street Address	City	State	Zip

DEPENDENT 1

DEPENDENT 2

DEPENDENT 3

Name	Name	Name
SSN	SSN	SSN
DOB	DOB	DOB
Relationship	Relationship	Relationship
K-12 Education Expense (See Page 3)	K-12 Education Expense (See Page 3)	K-12 Education Expense (See Page 3)
Daycare Expense	Daycare Expense	Daycare Expense
Daycare Name	Daycare Name	Daycare Name
Daycare SSN/ Fed ID#	Daycare SSN/ Fed ID#	Daycare SSN/ Fed ID#
Daycare Address	Daycare Address	Daycare Address

DEDUCTIONS

Student Loan Interest*	Car Tabs
College Tuition/Fees	Property Taxes
College Books and Req. Supplies	Mortgage Interest Paid
Health Insurance	Home Eq. Loan Interest***
HSA Contributions (Attach 1099-SA)	New or Used Electric Vehicle*****
Charity by Cash/Check	Long Term Care Ins Premiums*****
Non-Cash Charity (Donated Goods)**	Medical Expenses
Educator Classroom Expenses	Did you Move? <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Move
Alimony Paid (Provide SS# of Recipient)	Energy Efficient Upgrades*****
IRA Contributions <input type="checkbox"/> TRADITIONAL \$	<input type="checkbox"/> ROTH \$ <input type="checkbox"/> SEP \$

- * See Page 3 for detailed information needed to claim potential [MN Credit](#)
- ** Provide itemized donation receipts if non-cash donations exceed \$500. [Click Here](#) for help valuing your non-cash donations.
- *** Home equity interest is no longer deductible if NOT used for home improvements/purchase. Provide details on loan balances and use of proceeds.
- **** See Page 3 for detailed information needed to claim MN Credit.
- ***** Provide cost and receipt/credit certificate for each energy efficient home improvement or electric vehicle purchase.

ADDITIONAL NOTES OR QUESTIONS

MN RESIDENTS ONLY

STUDENT LOAN INTEREST CREDIT	LOAN 1	LOAN 2	LOAN 3
Total Amount Paid in 2023 (Principle & Interest)			
Original Loan Balance*			
Total Interest Paid (See 1098E)			

* Contact your loan provider for this information before your appointment

LONG TERM CARE INSURANCE CREDIT		
Insurance Company Name	Policy #	Insurance Prems Paid
Insurance Company Name	Policy #	Insurance Prems Paid

529 CONTRIBUTIONS		
Broker Name	Account #	Total Contributions
Broker Name	Account #	Total Contributions
Broker Name	Account #	Total Contributions

MN K-12 EDUCATION EXPENSES**	CHILD 1	CHILD 2	CHILD 3
Name			
Grade Level			
<u>Required School Expenses</u>			
Fees for Enrichment Activities Outside of School			
Organization			
Class Type			
Fees for Individual Instruction Outside of School			
Organization			
Class Type			
Purchase or Rental of Musical Instruments for School			
Transportation Costs Paid to Others			
Personal Computer Hardware and Educational Software			

** For information on what expenses qualify for this deduction, [Click Here](#)

NONGAME WILDLIFE FUND DONATION	
Would you like to make a donation to the Nongame Wildlife Fund on your MN Tax Return?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Amount

MN POLITICAL DONATIONS***
Click Here for details on what political contributions are eligible for a refund
Form PCR is filed by mail separately from your MN Tax Return

*** We don't need information from you on this. We just wanted to make you aware that you can apply on your own!

RENTAL PROPERTY WORKSHEET

FILL OUT ONE SHEET FOR EACH PROPERTY - DO NOT COMBINE

Street Address	City	State	Zip
Date Rental Started	Property Type		

RENTAL INCOME	AMOUNT
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Total Rents Received <i>(Do not include refundable deposits)</i>	
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EXPENSES	AMOUNT
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Advertising & Promotions <i>(Advertising for rental property)</i>	
Business Miles Driven <i>(Miles driven for rental business)</i>	
Cleaning and Maintenance* <i>(Any cleaning or maintenance costs)</i>	
Commissions* <i>(Paid to rental agencies, etc.)</i>	
Insurance <i>(PMI, liability and/or umbrella policies)</i>	
Legal and Accounting	
Management Fees* <i>(Paid for management by someone else)</i>	
Interest - Mortgage <i>(Provide Form 1098)</i>	
Interest - Other <i>(Credit cards/other loans just for rental)</i>	
Repairs* <i>(Repairs to rental property)</i>	
Supplies <i>(General supplies for rental property)</i>	
Taxes <i>(Property Taxes)</i>	
Utilities <i>(Paid by you for rental property)</i>	
Association Dues	
Rental License Fees	
Bank Charges <i>(Bounced check fees, etc.)</i>	
Appliances <i>(Use Equipment Worksheet to list multiple items)</i>	
Improvements <i>(Major improvements - Use Equipment Worksheet to list multiple items)</i>	
Furnishings <i>(Use Equipment Worksheet to list multiple items)</i>	

* **REQUIRED** - If you paid \$600 or more to subcontractors you must file form 1099-NEC for their labor cost by Jan 31st

- Provide Settlement Statement/Closing Disclosure for any purchase, sale or refinance
- Fill out one of these pages for EACH RENTAL PROPERTY
- If converting property to rental, we need Fair Market Value of property at time of conversion as well as your cost of buying and improving property

AIRBNB, VRBO & SHORT TERM RENTAL

How many days was property rented during the year?	
Sales Tax Collected/Paid	
Fees Paid to Online Services	
Was average stay of guests 7 days or less?	<input type="checkbox"/> YES <input type="checkbox"/> NO

BUSINESS INCOME/EXPENSE WORKSHEET

FILL OUT ONE SHEET FOR EACH BUSINESS - DO NOT COMBINE

Business Name / Profession			
INCOME		1099NEC / SELF-EMPLOYMENT	W2
Income Received <i>(List all self-employed income in 1099NEC / Self Employment column)</i>			
Sales Tax Collected: Only if included in "Income Received" above			
COST OF GOODS SOLD		1099NEC / SELF-EMPLOYMENT	W2
Total Production Costs <i>(Direct costs to make products)</i>			
Ending Inventory <i>(At your cost, not retail)</i>			
EXPENSES		1099NEC / SELF-EMPLOYMENT	W2
Advertising: Promo, Website costs, etc. <i>(Anything for promotion of business)</i>			
Auto Expenses <i>(See auto and in home office worksheet below)</i>		SEE AUTO WORKSHEET	
Commissions and Fees <i>(Agents, managers, etc.)</i>			
Subcontractors* <i>(Total labor - Did you pay any one person more than \$600?)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			
Equipment Purchases <i>(Items costing more than \$500 have a useful life > 1 year)</i>		SEE EQUIPMENT WORKSHEET	
Business Insurance			
Business Interest <i>(Loans or 100% business credit cards)</i>			
Legal and Accounting			
Office and Postage			
Equipment Rental <i>(Equipment Rental and Car Rental — including gas)</i>			
Business Rent <i>(Rent for office or practice space)</i>			
Equipment Repairs <i>(Repairs on computers, equipment, etc.)</i>			
Supplies <i>(Any small items needed for bus.)</i>			
Taxes & Licenses <i>(Business licenses and/or Misc. Business taxes-MNCare, etc.)</i>			
Travel <i>(Airfare, lodging - not food or auto)</i>			
Local Business Travel <i>(Uber, Lyft, Taxi)</i>			
Meals In Town <i>(Business meals, coffee, drinks with others)</i>			
Entertainment <i>(Sporting events, golf etc)</i>			
Days Out of Town <i>(For out of town meal per diems)</i>		SEE PER DIEM WORKSHEET	
Wages Paid to Others <i>(Provide details on payroll and payroll taxes)</i>			
Bank and Credit Card Charges <i>(On business accounts)</i>			
Dues and Subscriptions <i>(Memberships, magazines, etc.)</i>			
Research and Development <i>(Books, classes, activities in your field)</i>			
Telephone	Total Cost	Bus. Use %	Bus. Use %
Internet	Total Cost	Bus. Use %	Bus. Use %
Computer Software			
Printing and Film Processing <i>(For business photos)</i>			
Business Gifts <i>(Limited to \$25 per recipient per year)</i>			
Costumes and Props <i>(Performers - things only worn on stage)</i>			
Personal Maintenance <i>(Performers - direct costs for performance image)</i>			
OTHER		1099NEC / SELF-EMPLOYMENT	W2
Health and Dental Insurance Paid			
Quarterly Estimates Paid <i>(Provide dates & amounts paid)</i>		SEE ESTIMATED PAYMENTS WORKSHEET ON NEXT PAGE	
Other:			

* **REQUIRED** - If you paid \$600 or more to subcontractors, you must file a form 1099-NEC for their labor costs by January 31st

* You can create and file Form 1099-NEC online with 15% discount, [Click Here](#)

AUTO EXPENSE WORKSHEET

FILL OUT FOR BOTH MILEAGE & ACTUAL EXPENSE METHODS	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased/Leased		
Is the vehicle owned/leased by you	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Odometer Reading on December 31		
Total Miles Driven in 2023		
Business Miles Driven 2023 <i>(Only for cars that you own or lease)</i>		
W2 Employee Miles Driven		
Commuting Miles Driven <i>(Between home and primary work location)</i>		
Parking and Tolls		
License Plate Taxes (Car Tabs) Paid		
Interest Expense		

FILL OUT BELOW ONLY IF CLAIMING ACTUAL EXPENSES	VEHICLE 1	VEHICLE 2
Purchase Price / Lease Equivalent <i>(If new purchase)</i>		
Gas		
Repairs & Maintenance		
Insurance		
Lease Cost		

ESTIMATED PAYMENTS MADE

FEDERAL PAYMENTS		STATE PAYMENTS	
Overpayment applied from 2022	DATE AMOUNT	DATE AMOUNT	
Quarter One	DATE AMOUNT	DATE AMOUNT	
Quarter Two	DATE AMOUNT	DATE AMOUNT	
Quarter Three	DATE AMOUNT	DATE AMOUNT	
Quarter Four	DATE AMOUNT	DATE AMOUNT	
Additional Payments	DATE AMOUNT	DATE AMOUNT	
TOTALS	TOTAL PAID	TOTAL PAID	

IN-HOME OFFICE EXPENSE WORKSHEET

	OFFICE 1	OFFICE 2
Address <i>(Please list if you moved during the year)</i>		
Square Footage of Office		
Square Footage of Entire House		
Date Placed in Service		
Mortgage Interest Paid		
Property Taxes Paid		
Insurance on Home <i>(Hazard and Private Mortgage Insurance)</i>		
General Home Repairs and Maintenance*		
Direct Office Space Repairs and Maintenance		
General Home Improvements* <i>(Use Equipment Worksheet to list Separate Improvement Projects)</i>		
Direct Office Space Improvements <i>(Use Equipment Worksheet to list Separate Improvement Projects)</i>		
Utilities <i>(Gas, Electric, Water, Trash)</i>		
Security System		
Rent Paid		
Other		
Association Dues		
Cost of Home <i>(Only needed if new: List purchase price + prior year improvement costs)</i>		

* Generally, any single home project costing less than \$2500 can be listed in the Repairs and Maintenance Category. Any project exceeding that amount would be an Improvement. For multiple home improvement projects exceeding \$2500, please use the Equipment Worksheet to list out each Improvement Project.

