# 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 Frontline Worker Pay - **AMOUNT** ________ |
| ☐ | ☐ | Alimony/Spousal Maintenance Received - **AMOUNT** ________ **DATE OF DECREE** ________ |
| ☐ | ☐ | Rental Income - **FILL OUT RENTAL INCOME WORKSHEET** |
| ☐ | ☐ | Did you receive Student Loan Forgiveness in 2022? - **AMOUNT** ________ **DATE OF FORGIVENESS** ________ |
| ☐ | ☐ | Did you own or have signature authority over any foreign financial assets (bank, brokerage, etc.) during the tax year?<br>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 2022? 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 5 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** |
| ☐ | ☐ | 1095-A (Health Insurance obtained through the Healthcare Exchange) |
| ☐ | ☐ | 1099-SA (Distributions from a Health Savings Account) - Please provide a copy |
| ☐ | ☐ | 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 - **Provide account numbers and amounts paid** |
| ☐ | ☐ | MN K-12 Education Expenses - See page 5 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) | Private Mortgage Insurance (PMI) |
| Charity by Cash/Check | Long Term Care Ins Premiums**** |
| Non-Cash Charity (Donated Goods)** | Medical Expenses |
| Educator Classroom Expenses | Did you Move? ☐ YES ☐ NO Date of Move |
| Alimony Paid (Provide SS# of Recipient) | Energy Efficient Upgrades***** |

IRA Contributions ☐ TRADITIONAL $ ☐ ROTH $ ☐ 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 for each energy efficient purchase.

## ADDITIONAL NOTES OR QUESTIONS

# MN RESIDENTS ONLY

| STUDENT LOAN INTEREST CREDIT | LOAN 1 | LOAN 2 | LOAN 3 |
|---|---|---|---|
| Total Amount Paid in 2022 (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 | | | |
| Required School Expenses | | | |
| 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? | |
| ☐ YES ☐ 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 |
|---|---|
| Total Rents Received *(Do not include refundable deposits)* | |

| EXPENSES | AMOUNT |
|---|---|
| Advertising & Promotions *(Advertising for rental property)* | |
| Business Miles Driven *(Miles driven for rental business)* | |
| Cleaning and Maintenance* *(Any cleaning or maintenance costs)* | |
| Commissions* *(Paid to rental agencies, etc.)* | |
| Insurance *(PMI, liability and/or umbrella policies)* | |
| Legal and Accounting | |
| Management Fees* *(Paid for management by someone else)* | |
| Interest - Mortgage *(Provide Form 1098)* | |
| Interest - Other *(Credit cards/other loans just for rental)* | |
| Repairs* *(Repairs to rental property)* | |
| Supplies *(General supplies for rental property)* | |
| Taxes *(Property Taxes)* | |
| Utilities *(Paid by you for rental property)* | |
| Association Dues | |
| Rental License Fees | |
| Bank Charges *(Bounced check fees, etc.)* | |
| Appliances *(Use Equipment Worksheet to list multiple items)* | |
| Improvements *(Major improvements - Use Equipment Worksheet to list multiple items)* | |
| Furnishings *(Use Equipment Worksheet to list multiple items)* | |

* **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? | ☐ YES ☐ 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 *(List all self-employed income in 1099NEC / Self Employment column)* | | |
| Sales Tax Collected: Only if included in "Income Received" above | | |
| **COST OF GOODS SOLD** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Total Production Costs *(Direct costs to make products)* | | |
| Ending Inventory *(At your cost, not retail)* | | |
| **EXPENSES** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Advertising: Promo, Website costs, etc. *(Anything for promotion of business)* | | |
| Auto Expenses *(See auto and in home office worksheet below)* | SEE AUTO WORKSHEET | |
| Commissions and Fees *(Agents, managers, etc.)* | | |
| Subcontractors* *(Total labor - Did you pay any one person more than $600?)* ☐ YES ☐ NO | | |
| Equipment Purchases *(Items costing more than $500 have a useful life > 1 year)* | SEE EQUIPMENT WORKSHEET | |
| Business Insurance | | |
| Business Interest *(Loans or 100% business credit cards)* | | |
| Legal and Accounting | | |
| Office and Postage | | |
| Equipment Rental *(Equipment Rental and Car Rental — including gas)* | | |
| Business Rent *(Rent for office or practice space)* | | |
| Equipment Repairs *(Repairs on computers, equipment, etc.)* | | |
| Supplies *(Any small items needed for bus.)* | | |
| Taxes & Licenses *(Business licenses and/or Misc. Business taxes-MNCare, etc.)* | | |
| Travel *(Airfare, lodging - not food or auto)* | | |
| Local Business Travel *(Uber, Lyft, Taxi)* | | |
| Meals In Town *(Business meals, coffee, drinks with others)* | | |
| Entertainment *(Sporting events, golf etc)* | | |
| Days Out of Town *(For out of town meal per diems)* | SEE PER DIEM WORKSHEET | |
| Wages Paid to Others *(Provide details on payroll and payroll taxes)* | | |
| Bank and Credit Card Charges *(On business accounts)* | | |
| Dues and Subscriptions *(Memberships, magazines, etc.)* | | |
| Research and Development *(Books, classes, activities in your field)* | | |
| Telephone / Total Cost | Bus. Use % | Bus. Use % |
| Internet / Total Cost | Bus. Use % | Bus. Use % |
| Computer Software | | |
| Printing and Film Processing *(For business photos)* | | |
| Business Gifts *(Limited to $25 per recipient per year)* | | |
| Costumes and Props *(Performers - things only worn on stage)* | | |
| Personal Maintenance *(Performers - direct costs for performance image)* | | |
| **OTHER** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Health and Dental Insurance Paid | | |
| Quarterly Estimates Paid *(Provide dates & amounts paid)* | 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 | ☐ YES ☐ NO | ☐ YES ☐ NO |
| Odometer Reading on December 31 | | |
| Total Miles Driven in 2022 | | |
| Business Miles Driven Jan 1 - June 30 *(Only for cars that you own or lease)* | | |
| Business Miles Driven July 1 - Dec 31 *(Only for cars that you own or lease)* | | |
| W2 Employee Miles Driven | | |
| Commuting Miles Driven *(Between home and primary work location)* | | |
| 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 *(If new purchase)* | | |
| Gas | | |
| Repairs & Maintenance | | |
| Insurance | | |
| Lease Cost | | |

# ESTIMATED PAYMENTS MADE

| | FEDERAL PAYMENTS | | STATE PAYMENTS | |
|---|---|---|---|---|
| Overpayment applied from 2021 | 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 $ 0.00 | | TOTAL PAID $ 0.00 |

# IN-HOME OFFICE EXPENSE WORKSHEET

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

* 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.

# EQUIPMENT WORKSHEET

| ITEM | DATE PURCHASED | COST * | BUSINESS % OF USE | DATE SOLD | SALE PRICE |
|---|---|---|---|---|---|
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| **TOTALS** | | $ 0.00 | | | $ 0.00 |

* If first year of business and you had personal equipment that became business, please list Fair Market Value rather than purchase price

☐ *Check here to elect to treat any single items costing under $2,500 as an expense.*
*If checked, only list items > $2,500 above and include smaller expenses in supplies.*

# PER DIEM WORKSHEET - DAYS OUT OF TOWN

Click Here for US Rates
Only Use M & IE Rate

Click Here for Foreign Rates
Only Use M & IE Rate

| DATE | CITY, STATE | COUNTRY | NIGHTS STAYED | RATE* | TOTAL PER DIEM | ACTUAL COST** |
|---|---|---|---|---|---|---|
| | | | | | $ 0.00 | |
| | | | | | $ 0.00 | |
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| | | | | | $ 0.00 | |
| | | | | | $ 0.00 | |
| TOTALS | | | 0 | | $ 0.00 | $ 0.00 |

*Use the "M&IE" column on PD websites. Scroll down past Lodging section to find Meals & Incidentals (M & IE) section

**List Actual Meal expenses for trips out of town IF actual costs exceed the Per Diem allowed for that trip

**THE END - PLEASE SAVE, THEN UPLOAD TO OUR CLIENT PORTAL**