TOSHTAX

2023 Tax Organizer

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Upload all forms, in pdf format, to our secure portal at https://www.encyro.com/toshtax

Missing information may result in a delay in processing your return. Please tell us what is missing (e.g. K-1s or brokerage account information) and when you will send it to us.

**** If we did not previously prepare your tax return, provide the most recent tax return filed.****

Family Information

	Taxpayer	Spouse
Full Name		
Cell phone		
SSN		
Date of Birth		
Occupation		
Email		
Driver's License #		
State of Issue		
Issue Date		
Expiration Date		

Mailing Address

Did your address change during the year?				**Yes** ☐	**No** ☐
Street Address					
City		State		Zip Code	

If we have questions regarding your tax information, how would you like us to contact you?

TOSHTAX

Marital Status and Household Information

Did your marital status change during 2023?	**Yes** ☐ **No** ☐
If yes, please explain:	
Date of Final Divorce Decree, if applicable:	

***** If divorced and are claiming dependents, provide copy of divorce decree stating which parent can claim child/children.*****

Filing Status				
Single	Married filing Joint	Head of Household	Married filing Separate	Widowed w/Dependent child
☐	☐	☐	☐	☐

General Questions:	**Taxpayer**		**Spouse**	
Can anyone claim you as a dependent on their tax return?	Yes ☐	No ☐	Yes ☐	No ☐
Legally blind?	Yes ☐	No ☐	Yes ☐	No ☐
Totally & permanently disabled?	Yes ☐	No ☐	Yes ☐	No ☐
Full-time student?	Yes ☐	No ☐	Yes ☐	No ☐
Been a victim of identity theft?	Yes ☐	No ☐	Yes ☐	No ☐
Adopted a child?	Yes ☐	No ☐	Yes ☐	No ☐

Dependents (please provide separate list if more than 3 dependents)

For everyone who lived with you or you supported who did not live with you:			
	Dependent 1	**Dependent 2**	**Dependent 3**
Name (First, Last)			
Date of Birth			
SSN			
Relationship			
Months lived with you			
Single or Married			
US Citizen, Resident of US, Canada, or Mexico?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Full-Time student (at least 4 months)	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Disabled?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Did you provide more than 50% of the support?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Can anyone else claim this dependent on their tax return?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Did the dependent file a joint return for 2023?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Did you pay for childcare or dependent care in order to work or look for work?		**Yes** ☐	**No** ☐	**If yes, see below:**
	Provider Name	**Address**	**SSN/EIN**	**Amount Paid**
1				
2				

Dependent Income: Provide all Forms 1099 and income documents the dependent received	**Yes**	**No**
Did any of your dependents have unearned income over $1,100 or earned income over $12,950? If yes, the dependent is required to file a return	☐	☐
Do you want us to prepare a tax return for your dependent if required?	☐	☐

Economic Impact Payments or Advance Child Tax Credit Payments

			Amounts	
Did you receive any of the following:	**Yes**	**No**	**Taxpayer $**	**Spouse $**
Advance Payments for Child Tax Care Credit (this began in July 2022) ***(must agree to IRS Letter 6419)***	☐	☐		
Covid-19 Early Retirement Withdrawal	☐	☐		
Paycheck Protection Program Loans for your Business (PPP)	☐	☐		
Economic Injury Disaster Loan (EIDL)	☐	☐		
NOTE: Refer to IRS Notice 1444-C, IRS Letter 6419, and your tax account information at IRS.gov/Account for amounts to enter				

Retirement and Long-Term Care

Provide All Forms 5498, 1099-R, SSA-1099, RRB-1099, 1099-LTC			Amounts	
Did you or your spouse:	**Yes**	**No**	**Taxpayer $**	**Spouse $**
Contribute to a Traditional IRA?	☐	☐		
Contribute to a Roth IRA?	☐	☐		
Contribute to a 401k, SEP/SIMPLE/Keogh IRA?	☐	☐		
Receive Payments from pensions, annuities, and/or IRAs, including Social Security or Rail Road Benefits?	☐	☐		
Receive distributions from long-term care insurance contracts?	☐	☐		
Convert all or part of your traditional/SEP/SIMPLE IRA to a Roth IRA?	☐	☐		
Withdraw any amounts from your IRA to pay for higher education expenses or acquire a principal residence?	☐	☐		
Turn age 72 during the year and have money in a retirement account while NOT taking any distribution?	☐	☐		

Income

Did you or your spouse receive:	Yes	No	If yes, provide the following:
Wages or Salary	☐	☐	W-2
Tip Income (not included in W-2s)	☐	☐	Amounts
Interest from checking, savings, bonds, CDs, brokerage accounts	☐	☐	1099-INT
Interest received from a seller-financed loan	☐	☐	Amortization schedule, paid from name, address and SSN
Dividends	☐	☐	1099-DIV
Income (or Loss) from sale of stocks, bonds	☐	☐	1099-B
Grants of stock options from your employer, and/or exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan	☐	☐	Form 3921, W-2
Income (or Loss) from sale of real estate, including personal home	☐	☐	1099-S and Closing Statements, Date Acquired, Original Cost and Improvements
Scholarships	☐	☐	1098-T, W-2
Refund of state/local income taxes	☐	☐	1099-G
Alimony Income or Separate Maintenance Payments	☐	☐	Payer name, SSN, and amount received
Disability Income, including payments from insurance or workers comp	☐	☐	1099-R, W-2
Unemployment Income	☐	☐	1099-G
Cash/Check payments from any work performed not reported on Forms W-2 or 1099	☐	☐	Amounts of payments
Partnership, Trust, Estate Income	☐	☐	K-1
Self-Employment Income	☐	☐	1099-NEC and Business Profit/Loss Statement
Income (or Loss) from Rental Property	☐	☐	1099-MISC and Rental Profit/Loss Statement
Income from Farming	☐	☐	1099-MISC and Farming Profit/Loss Statement
Royalty Income	☐	☐	K-1
Foreign Income	☐	☐	
Income as a Beneficiary of an Inheritance	☐	☐	K-1, 1099, or other details
Any other income (gambling, lottery, prizes, awards, jury duty, miscellaneous)	☐	☐	1099-MISC, 1099-G, W-2G
File a Federal Tax Return in the most recent prior year containing a Capital Loss Carryover on Form 1040 Sch D	☐	☐	
Close an account during 2023 that received interest/dividends in prior years	☐	☐	
Receive any interest or dividends in 2023 that were not reported on a 1099	☐	☐	Payer and amount of dividends or interest
Receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency	☐	☐	
Sell jewelry, gold, coins, or other precious metals	☐	☐	
Have any interest in, or signature authority over a bank account, securities account, or other financial account in a foreign country, or transfer money or property to a foreign trust	☐	☐	

Expenses

Last year, did you or your spouse pay:	Yes	No	If yes, provide the following:
Medical			
Medical Expenses (including health insurance premiums) must exceed 7.5% of your adjusted gross income	☐	☐	Prescriptions, doctors, dentists, hospitals, others, medical miles
Have a Health Savings Account	☐	☐	1099-SA, 5498-SA, W-2 with Code W in Box 12
Make contributions to your HSA	☐	☐	
Have distributions from your HSA	☐	☐	
Were all distributions from your HSA used for unreimbursed medical expenses	☐	☐	
Have a Medicare Medical Savings account (MSA)	☐	☐	
Home and Other Assets			
Home Mortgage Interest	☐	☐	Form 1098-T
Investment Interest	☐	☐	Paid to name, address, and EIN
Seller-Finance Interest	☐	☐	Amortization schedule, paid to name, address and SSN
Real Estate Taxes for home	☐	☐	Form 1098-T, Property tax bill (if property taxes are not on the 1098-T)
Personal Property taxes for vehicle (ownership tax only, not registration fees)	☐	☐	Amount, tax receipts
Sales tax on purchase a vehicle or boat, or other large purchases	☐	☐	Amount of sales tax paid on the purchase $
Charitable Contributions			
Cash Contributions	☐	☐	$ Provide list or use supplemental form (included below on page 10)
Non-Cash Contributions	☐	☐	$ Provide list or use supplemental form (included below on page 10)
Charitable Mileage	☐	☐	Miles driven for Charity Work
Contribution of property over $5,000	☐	☐	Appraisal of property contributed
If you use the standard deduction, did you make up to $300 in cash donations to qualified charities? ($600 if Married filing jointly)	☐	☐	Enter amount $
Education			
College or post-secondary educational expenses for you, spouse, or other dependents	☐	☐	Form 1098-T, Details of books, supplies, room and board expenses
Student Loan Interest	☐	☐	Form 1098-E
Contribution to Coverdell Education Account or Qualified Tuition Plan (Sec 529)	☐	☐	Contribution amounts
Distributions from Coverdell Education Account or Qualified Tuition Plan (Sec 529)	☐	☐	1099-Q

Education, cont.	Yes	No	If yes, provide the following:
Were any of the withdrawn funds used for anything **other than** qualified education expenses?	☐	☐	
Have you or spouse completed the first four years of postsecondary education before 2022 and claimed an education credit for those years?	☐	☐	
Have any dependents completed the first four years of postsecondary education before 2022 and claimed an education credit for those years?	☐	☐	
Other Expenses			
Life Insurance Premiums (Certain types of Life Insurance may be deductible. Please attach policy statement)	☐	☐	Amount You Paid: $ Amount Spouse Paid: $
Long-Term Care Insurance Premiums (Certain types of Long Term Care premiums may be deductible. Please attach policy statement)	☐	☐	Amount You Paid: $ Amount Spouse Paid: $
Alimony or separate maintenance payments	☐	☐	Recipient's name and SSN
Unreimbursed employee business expense (such as mileage or uniforms)	☐	☐	Type and Amount
Unreimbursed Educator Expenses (K-12)	☐	☐	Type and Amount
Casualty or Theft Loss	☐	☐	Description, amount of damage, repair costs
Move in order to be closer to a new job	☐	☐	Type and amount
Other miscellaneous expenses	☐	☐	Type and amount

Other Events

Did you or your spouse:	Yes	No	If yes, provide forms:
Acquire or sell any interest in any partnership or S Corporation	☐	☐	
Start, purchase, or sell a business, rental property, or farm	☐	☐	
Buy a home	☐	☐	Settlement Statement
Refinance your principal home or second home, or take out a home equity loan?	☐	☐	Settlement Statement
Did you pay interest on a Home Equity Line of Credit (HELOC)?	☐	☐	
Have Debt from a mortgage or credit card cancelled/forgiven by a commercial lender	☐	☐	Form 1099-C, Form 1099-A
Receive notice from the IRS or other taxing authority of any changes in prior year returns	☐	☐	All tax notices and letters received
Did you make any gifts with a total aggregate amount value greater than $17,000 to any individual?	☐	☐	

Did you or your spouse:	Yes	No	If yes, provide:
Purchase and install energy-efficient home items (such as windows, furnace, etc)	☐	☐	Invoices paid, tax credit certificates
Live in an area that was affected by a natural disaster	☐	☐	If yes, where:
Receive a court judgment which includes punitive damages or an award for damages other than for physical injuries or illness	☐	☐	
Expect any significant life events (marriage, birth or adoption of child, changes to income or expenses, etc.) to occur in 2024	☐	☐	

Tax Payments

Did you:	Yes	No	If yes, provide:
Make estimated tax payments in 2023	☐	☐	Quarterly payment amounts both Federal and State(s)
Apply last year's refund to this year tax liability	☐	☐	Federal and State refund amounts

If you have been a victim of identity theft, provide the 6-digit identity protection PIN issued to you by the IRS			
Taxpayer PIN:		Spouse PIN:	

Bank Information (If different from prior year)				Yes	No
If you have an overpayment for 2023, would you like the amount applied to 2024?				☐	☐
Would you like any refunds direct deposited into your bank account?				☐	☐
If you have balance due, would you like it withdrawn from your bank account?				☐	☐
If yes, provide info below:					
Bank Name		9 Digit Routing Number			
Account Number		Checking	☐	Savings	☐

A PDF copy of your tax return (including efile release and signature pages) will be sent to you. Upon receipt, you will need to sign the signature pages and return them to us. A separate invoice will be subsequently sent to you. Once we receive the signed pages, and the tax preparation fees, we will efile your returns.

I have submitted this information for the sole purpose of preparing my tax return(s). This information is true, correct, and complete to the best of my knowledge.

Client Signature and Date:

Spouse Signature and Date:

Referrals

We work with a network of highly skillful, customer service-oriented professionals. If you are interested in receiving a referral for someone who does outstanding work, please answer these few questions:

	Yes	No
Do you have a will or trust?		
If so, has there been a life event where it may need to be updated?	☐	☐
Do you have a financial planner?	☐	☐
Do you have a plan to buy or sell your house in the near future?	☐	☐

Other Notes

If applicable: Charitable Contributions Detail Supplement

Fill out below or provide separate list (i.e. Excel spreadsheet)

Taxpayer Name	

Cash Contributions

Organization Name	*Amount $*

Non-Cash Contributions

Organization Name	*Items Contributed*	*Total Value of Items Contributed*	*How Valued (ex. thrift shop value)*