Tax Prep Checklist:

Everything You Need to File Your Taxes

Corporate Headquarters
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TheALGGroup.com

(517) 714-4965
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INDIVIDUAL TAX ORGANIZER LETTER | (FORM 1040)

Dear valued tax client,
Income tax time is just around the corner! We are happy to announce that we are providing more tax clients such as you with quality tax services. We encourage you to either schedule an appointment or provide us with an estimated date when you can provide us your tax information as soon as possible. Scheduling in advance will help us make sure your tax return is completed promptly.

Enclosed is an income tax organizer to assist you on gathering the information necessary to prepare your 2022 tax return.

The Internal Revenue Service (IRS) matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Accordingly, all information returns reflecting amounts reported to the IRS also are mailed or delivered to the taxpayers in an envelope clearly marked “IMPORTANT TAX DOCUMENTS ENCLOSED” and should be submitted with this organizer. Forms such as:

W-2 (Wages)
1099-R (Retirement)
1099-INT (Interest)
1099-DIV (Dividends)
1099-B (Brokerage Sales)
1099-MISC (Rents, etc)
1099 (any other)
1098-T (Education)

Schedules K-1
(Forms 1065, 1120S, 1041)

Annual Brokerage Statements
1098-Mortgage Interest
Other tax information statements
8886, Reportable transactions
Form Hud-1 for Real Estate Sales/Purchases

To itemize deductions, bring receipts and documentation for these types of expenses:

Prescriptions, first-aid
Mortgage interest
Gambling losses
Medical/Dental/Vision expenses
Unreimbursed employee expenses/
Work-related expenses

State/local income taxes
Tax preparation fees
Donations to charity
Real estate and personal property taxes

To continue providing quality services on a timely basis, we urge you to collect your information as soon as possible. If information from "pass-through" entities such as partnerships, trusts and S corporations is the only data you are missing, please send the data you have assembled and forward the missing information as soon as it is available.

The filing deadline for your income tax return is April 18, 2023. In order to meet this filing deadline your completed tax organizer needs to be received no later than March 27, 2023. Any information received after that date may require that an extension of time be filed for your return.

If an extension of time is required, any tax due must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest.

We look forward to providing services to you. Should you have questions regarding any items, please do not hesitate to contact us at 517-714-4965.

Sincerely,
A.J. Gross, C.P.A, E.A.
President
The ALG Group

PS..... Your colleagues, friends, and family can schedule a **15 minute call with a CPA!** They simply go to www.thealggroup.com/ask-alg to schedule a **15 minute call** or contact our office at 517-714-4965. Business tax, rental questions, retirement tax planning, tax withholdings, filling out a W-4, any IRS or state tax matters...This is a free call for both non-ALG clients and ALG clients.
Help us spread the word!

2022 Tax Organizer
Personal Information

(517) 714-4965
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Personal Information

	Name	SSN	Has IP PIN	Date of birth
Taxpayer			☐	
Spouse			☐	

Name of person to whom all information should be addressed, if not the taxpayer

Street address, city, state, and ZIP

	Occupation	Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				

Taxpayer email	
Spouse email	

Filing status at the end of 2022

☐ Single ☐ Married ☐ Widowed - If widowed and your spouse died in 2022, enter the date of death ________

☐ Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2022? ________

Yes	No	
☐	☐	Are you or your spouse blind?
☐	☐	Are you or your spouse disabled?
☐	☐	Are you or your spouse a full-time student?
☐	☐	Do you or your spouse want to designate $3 to go to the Presidential Election Campaign Fund?
☐	☐	At any time during 2022 did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?
☐	☐	If you were 18 years of age, or under 24 and a student, at the end of 2022, were you in foster care on or after turning 14 years of age and agree this status can be disclosed to the IRS?
☐	☐	If you were 18 years of age, or under 24 and a student, at the end of 2022, were you homeless or at risk of becoming homeless and supporting yourself?
☐	☐	Was your earned income in 2022 less than your earned income in 2019? If "Yes," enter the amount of your 2019 earned income. ________
☐	☐	Did you receive the third stimulus payment (Economic Impact Payment or EIP) in 2021? If "Yes," enter the amount received for each taxpayer and provide Notice 1444-C or Letter 6475 from the IRS. Taxpayer ________ Spouse ________

Identification Information

Taxpayer's type of photo ID

☐ Driver's license ☐ State-issued photo ID

Photo ID number ________

State photo ID was issued ________

Date photo ID was issued ________

Date photo ID expires ________

Spouse's type of photo ID

☐ Driver's license ☐ State-issued photo ID

Photo ID number ________

State photo ID was issued ________

Date photo ID was issued ________

Date photo ID expires ________

Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account: Checking	Type of account: Savings	Use this account for: Deposits	Use this account for: Withdrawals
			☐	☐	☐	☐
			☐	☐	☐	☐

Appointment Information

Your 2022 appointment is scheduled for ________

Dependent and Other Information

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Name: SSN:

Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full-time student	Childcare Expenses
	☐				☐	☐	
	☐				☐	☐	
	☐				☐	☐	
	☐				☐	☐	
	☐				☐	☐	

List dependents required to file a return ______________________________

Yes **No**

☐ ☐ Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2022?

If "Yes," enter the amount each taxpayer received and the number of children taken into account to determine the amount received as shown on IRS Letter 6419, box 2. Or, provide Letter 6419 from the IRS.

Taxpayer ______________________________

Spouse ______________________________

☐ ☐ If you were married last year and filed a joint return with your spouse, are you filing a joint return with the same spouse this year?

Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

Estimates

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2020						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Checklist

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Name: SSN:

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2022 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2021 tax year.

State and city refunds and other government payments (Form 1099-G)

- [ ] Unemployment compensation

Other Income (provide supporting documentation for income received for the following items)

- [ ] Sale of assets or property
- [ ] Cancellation of debt
- [ ] Other income ____

Payments (provide supporting documentation for payments made for the following items)

- [ ] Educator classroom expenses
- [ ] Employee business expenses
- [ ] Contributions to a Health Savings Account
- [ ] Expenses related to work relocation
- [ ] Alimony
- [ ] Student loan interest
- [ ] Tuition and fees for higher education
- [ ] Expenses related to child or dependent care
- [ ] Contributions to a Retirement Savings Account
- [ ] Medical and dental expenses
- [ ] Real estate taxes
- [ ] Other state and local taxes
- [ ] Mortgage interest
- [ ] Investment interest
- [ ] Cash contributions
- [ ] Noncash contributions
- [ ] Unreimbursed employee expenses
- [ ] Investment expenses
- [ ] Gambling losses
- [ ] Other payments ____

Questionnaire

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Name: SSN:

Questionnaire

Personal Information

Yes No

☐ ☐ Did your marital status change during the year?
If "Yes," explain ____

☐ ☐ If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2022?

☐ ☐ Can you or your spouse be claimed as a dependent by someone else?

☐ ☐ If you were 18 years of age, or under 24 and a student, at the end of 2022, were you in foster care on or after turning 14 years of age and agree this status can be disclosed to the IRS?

☐ ☐ If you were 18 years of age, or under 24 and a student, at the end of 2022, were you homeless or at risk of becoming homeless and supporting yourself?

☐ ☐ Did your address change during the year?

☐ ☐ Were you, your spouse, or any dependents a victim of identity theft?
If "Yes," explain ____

☐ ☐ Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?
If "Yes," provide Notice CP01A from the IRS.

Dependent Information

Yes No

☐ ☐ Did you have any changes in dependents during the year?
If "Yes," explain ____

☐ ☐ Is each child your son, daughter, stepchild, foster child, brother, sister, half brother, half sister, stepbrother, stepsister, or descendant of any of them?

☐ ☐ If any one of your children are 19 or older but younger than 24, was the child a student?

☐ ☐ Did each child live with you for more than half the year?

☐ ☐ Did you provide more than half of the financial support for each child for the year?

☐ ☐ Can another person qualify to claim any of your dependents?

☐ ☐ Did you have any childcare expenses during the year?

☐ ☐ Did you have any adoption expenses during the year?

☐ ☐ Did you have any children under age 19 or a full-time student under age 24 with more than $2,200 of unearned income?

Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes No

☐ ☐ Did any member of your household have healthcare coverage through the Marketplace (Obama Care)?
If "Yes," provide copies of Form 1095-A.

☐ ☐ Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

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Income, Purchases, Sales, and Debt Information

Yes No

☐ ☐ Did you receive any tips not reported to your employer?

☐ ☐ Did you receive any disability income during the year?

☐ ☐ Did you cash in any U.S. savings bonds during the year?

☐ ☐ Did you start a new business or purchase any rental property during the year?

☐ ☐ Did you sell an existing business, rental property, or other property during the year?

☐ ☐ Did you purchase any business assets or convert any assets to business use?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

☐ ☐ Did you purchase any gasoline, diesel, or special fuels for off-road business use?

☐ ☐ Did you buy or sell any stocks, bonds, or other investments during the year?

Questionnaire

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Name: SSN:

Questionnaire

- ☐ ☐ Did you sell a principal residence during the year?
  If "Yes," provide closing documentation for the purchase and sale of the home.
- ☐ ☐ Did you have a principal residence or a piece of real property foreclosed on during the year?
- ☐ ☐ Did you abandon a principal residence or a piece of real property during the year?
- ☐ ☐ Did you refinance your principal home or second home or take out a home equity loan during the year?
  If "Yes," provide all escrow, closing, and other pertinent documentation and information.
- ☐ ☐ Did you receive any principal or interest during this year from property sold in prior years?
- ☐ ☐ Did you rent out your home or use it for business?
- ☐ ☐ Did you sell, exchange, or purchase any real estate during the year?
- ☐ ☐ Did you acquire a new or additional interest in a partnership or S corporation?
- ☐ ☐ Did you have any debts canceled or forgiven this year?
- ☐ ☐ Does anyone owe you money that has become uncollectible?
- ☐ ☐ Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
  If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.
- ☐ ☐ Did you receive income or incur expenses associated with a fantasy sport league?
  If "Yes," provide documentation.
- ☐ ☐ Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
  If "Yes," attach Form 1099-MISC, Form 1099-NEC, and Form 1099-K.
- ☐ ☐ Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
  If "Yes," attach Form 1099-K or Form W-2.
- ☐ ☐ Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
  If "Yes," provide documentation.
- ☐ ☐ Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
  If "Yes," attach Form 1099-K.
- ☐ ☐ Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
  If "Yes," provide documentation.
- ☐ ☐ Did you receive any other income you have not provided information for with this organizer?
  If "Yes," explain ____

Itemized Deduction Information

Yes No

- ☐ ☐ Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- ☐ ☐ Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
- ☐ ☐ Did you receive any state or local income tax refunds from prior years?
- ☐ ☐ Did you make any major purchases (vehicle, boat, etc.) during the year?
- ☐ ☐ Did you pay any real estate property taxes or personal taxes during the year?
- ☐ ☐ Did you pay mortgage interest during the year?
- ☐ ☐ Did you make cash donations to charity during the year?
- ☐ ☐ Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
- ☐ ☐ Did you donate a boat or vehicle during the year?
  If "Yes," attach Form 1098-C.
- ☐ ☐ Did you have gambling winnings or losses during the year?

Retirement Information

Yes No

- ☐ ☐ Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
- ☐ ☐ Did you make any contributions to, withdrawals from, or execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ Did you receive any Social Security benefits during the year?

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Questionnaire

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Name: SSN:

Questionnaire

Education Information

Yes	No	
☐	☐	Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
☐	☐	Did anyone in your household attend a post-secondary school during the year?
☐	☐	Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
☐	☐	Did you pay student loan interest for yourself, your spouse, or your dependents during the year?

Miscellaneous Information

Yes	No	
☐	☐	Was your earned income in 2022 less than your earned income in 2021? If "Yes," enter the amount of your 2021 earned income. ____
☐	☐	Did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currencies?
☐	☐	Did you incur a gain or loss due to damaged or stolen property? If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
☐	☐	Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
☐	☐	Did you make gifts to any one person in excess of $15,000 during the year? **Yes No** ☐ ☐ If "Yes," are you splitting the gift with your spouse?
☐	☐	Did you make any energy-efficient improvements to your main home during the year?
☐	☐	Are you a business owner who paid health insurance premiums for your employees during the year?
☐	☐	Did you own interest or shares in a Qualified Opportunity Fund?
☐	☐	Did you apply an overpayment of your 2021 taxes to your 2022 estimated taxes?
☐	☐	If you have an overpayment of 2022 taxes, do you want the refund applied to your 2023 estimated taxes?
☐	☐	Did you make any estimated payments toward your 2022 taxes?
☐	☐	Do you want to have any refund or balance due directly deposited or withdrawn? If "Yes," provide a canceled checking or savings slip.
☐	☐	Do you anticipate your income or withholdings to be different for 2022?
☐	☐	Did you make any purchases subject to Use Tax? If "Yes," provide details.
☐	☐	Did you receive any notices from the IRS or state taxing authority? If "Yes," explain ____
☐	☐	May the IRS discuss your tax return with your preparer?
☐	☐	Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Foreign Tax Information

Yes	No	
☐	☐	Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
☐	☐	Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
☐	☐	Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?
☐	☐	Did you have any income from, or pay taxes to, a foreign country?
☐	☐	Did you own property in a foreign country?

Preparer Notes