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Dear Client:

As the year winds down, the tax reporting forms begin to arrive, and we want to remind you which ones we need you to accumulate and send to us with your tax information. We are sorry to inform some of you that Angelica has left our practice for a bigger CPA firm. Our new employee Laterica Hendrix will be available to help some of you.

Our Lame Duck Congress will most likely pass some last-minute things. Energy Efficient Home credits are back and they have a NEW annual limit. The IRS will probably delay the opening of tax season again to fix these.

If you sold more than \$600 on EBAY or ETSY you probably won't get a 1099-K from them. If you do sell your personal property (where you sell it for less than you paid for it), it is simple for us to report that there was no profit.

For most of our clients 93% were NOT able to itemize. If you got an 8% mortgage on your home, you may need to start tracking deductions again.

If we have your email address you will get an electronic organizer. If we get a paper organizer, please give us your email address. We also have our 3-page organizer or the 20-page organizer from our software, if you want one, please call or send an email. We will be able to deliver a PDF of your return on our new portal for you this year. This would save a lot of paper.

**As part of the Corporate Transparency Act, a new federal mandate requires that businesses file a Beneficial Ownership Report to avoid criminal and civil penalties. We do NOT offer this service. If you have an LLC for your rental property you will need to file this form. Several companies are providing the service for \$40 to \$200.**

Again, IRS scrutiny of foreign accounts means that you need to be absolutely clear about any non-US accounts or income so that we report it correctly.

If you have bought and/or sold a home in 2023 we need the closing statements on both purchases and sale.

Finally, if you bought or sold any Crypto Currency, we need reports from your software showing gains and losses to be reported to the IRS.

Every year we are reminded how much we value your business, and we want to once again say thank you. Please call us with any questions.

Sincerely,



David Oase Chad Denson Noelia Yucupicio Laterica Hendricks

**2023 ITEMIZED DEDUCTION WORKSHEET**

Most people can't itemize so this is optional

**Medical expenses  
paid by cash, check or credit**

Prescriptions Drugs/Insulin \$ \_\_\_\_\_  
 Doctor, Dentist, Hospitals etc \_\_\_\_\_  
 Medical Devices (eyeglasses etc) \_\_\_\_\_  
 Health Insurance you paid directly \_\_\_\_\_  
 Medicare Supplement \_\_\_\_\_  
**(Please bring all 1095s received)**  
**(Also bring 1099-SA/5498-SA from HSA plans)**  
 Long Term Care Insurance \_\_\_\_\_  
 Transportation/Medical- Ambulance \_\_\_\_\_  
 Less: Insurance Reimbursement \_\_\_\_\_  
 Mileage \_\_\_\_\_

**Taxes**

**Sales Tax** on purchase of:  
 Cars, RV, Motorcycles \_\_\_\_\_  
**Real Estate Taxes** - on Home \_\_\_\_\_  
 -on non-rental Investment Property \_\_\_\_\_  
**Vehicle Registration(s)** \_\_\_\_\_

**(Bring Form 1098) Mortgage Interest**

**Balance Due    Interest**

1st Mortgage    \$ \_\_\_\_\_    \$ \_\_\_\_\_  
 2nd Mortgage/home \$ \_\_\_\_\_  
 Home Equity    \$ \_\_\_\_\_  
 (Home Equity loans are only deductible if funds were used to improve your home. If you paid off Credit card it's not deductible.)  
 Mortgage Insurance Premiums \_\_\_\_\_  
 (not deductible this year)

**Charity Contributions  
by Cash or Check**

Church/Temple \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Volunteer Expenses \_\_\_\_\_  
 Donated Mileage \_\_\_\_\_ miles

**Contributions of "stuff" –  
Non-Cash**

Charity Name	What did you give?	Date
Cost \$ _____	Estimated Value \$ _____	

Charity Name	What did you give?	Date
Cost \$ _____	Estimated Value \$ _____	

**OTHER DEDUCTIONS/CREDITS:**

**Teaching Supplies** (K-12 teachers) \_\_\_\_\_

**Student Loan Interest** \_\_\_\_\_

**Alimony paid** \_\_\_\_\_  
 Year of Divorce \_\_\_\_\_

**Contributions to:**

**IRA** self \$ \_\_\_\_\_ spouse \$ \_\_\_\_\_  
**ROTH IRA** self \$ \_\_\_\_\_ spouse \$ \_\_\_\_\_

**COLLEGE TUITIONS – (Bring Form 1098-T)**

Who \_\_\_\_\_ \$ \_\_\_\_\_  
 Books \_\_\_\_\_ \$ \_\_\_\_\_

Third Rebate Received \$ \_\_\_\_\_

**Advanced Child Tax Credit Received** \$ \_\_\_\_\_

**Arizona Only – Deductions/Credits**

College Savings Plan Contributions 529 \$ \_\_\_\_\_

AZ Private School Scholarship Contrib. \$ \_\_\_\_\_  
 Org. Name \_\_\_\_\_  
 Date Paid \_\_\_\_\_

AZ Public/Charter School Contributions \$ \_\_\_\_\_  
 School Name \_\_\_\_\_  
 Date Paid \_\_\_\_\_

AZ Working Poor/Foster Care Contrib. \$ \_\_\_\_\_  
 Name of AZ Charity \_\_\_\_\_  
 Date Paid \_\_\_\_\_

Arizona Credits are NOT Deductible as  
Charity on Federal return

## 2023 ITEMIZED DEDUCTION WORKSHEET

**Most people can't itemize so this is optional**

### INTEREST and DIVIDEND INCOME - Please bring the 1099s

**Interest Income** for which you **did not receive a 1099:**

Name	Amount	Name	Amount
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____

### SALE OF STOCKS (or Mutual Fund) - Please bring the 1099s

### MISCELLANEOUS INCOME

Alimony Received _____	Etsy/Ebay sales (personal items) _____
Odd Jobs/Baby Sitting _____	Jury/Election Duty _____

### Unemployment Benefits & State Income Tax Refunds – (Bring Form 1099G from State)

### Social Security Disability & Retirement - (Bring Form SSA-1099 from Social Security)

### Gambling Winnings (bring W-2G or 1099)

**Gambling Losses** \_\_\_\_\_  
(Deductible Up to amount of winnings if you itemize)

### Child Care / Baby Sitters

Person / Organization	Address	City/State/Zip	*Required SSN or EIN	Amount Paid	Child Name
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____

### Quarterly Estimated Tax Payments Paid

*For those of you who pay your income taxes quarterly, we need the following:*

Date Due	Date Paid
04/18/23	
06/15/23	
09/15/23	
01/16/24	

Federal Estimate
\$ _____
\$ _____
\$ _____
\$ _____

Arizona Estimate
\$ _____
\$ _____
\$ _____
\$ _____

2023

**Business or Professional - Worksheet**

**INCOME – The actual amount you received**

Sales	\$	Commissions, Prizes & Awards	
Fees for Services		PPP Loan Received	
Sales Tax Collected		Less: Refunds Given	

**INVENTORY – At cost (NOT at the retail/resale value)**

1-1-23 Beginning Inventory	\$	Less: Used for Demonstrations	
Purchases of Materials/Mdse			
Less: Personal Use Items		12-31 Ending Inventory (at cost)	

**EXPENSES**

(Ordinary and Necessary Expenses)

Advertising		Tools	
Answering Service		Travel – hotel, flight, rental car	
Bad Debts		Meals	
Bank Charges		Entertainment (not deductible)	
Car/Truck Expenses (on back)	XXXXXX	Uniforms	
Commissions		Utilities (home office on back)	
Contract Labor		Wages & Salaries	
Delivery & Freight		Other Expenses	
Dues & Subscriptions		Conventions & Seminars	
Employee Benefit Programs		Education & Training	
Health Insurance (Owners)		Website Setup & Service	
Health Insurance (Employees)		Software Costs	
Insurance (Liab, WC, etc)		<b>Mary Kay Deductions:</b>	
Janitorial		Inventory Used for Demos	
Laundry & Cleaning		Section 2 Supplies	
Legal & Professional		Unrecovered Sales Tax	
Office Expense			
Outside Services			
Parking & Tolls			
Postage			
Printing			
Rent – Vehicles, Equipment			
Rent – Building			
Repairs			
Security		*IRS safe harbor for cell phones	
Supplies		is 50% of expenses.	
Taxes – Real Estate			
- Payroll		Payments over \$600 for services provided to	
- Sales Tax		You must be reported on 1099s	
Telephone*		<b>Did you issue 1099s required by law?</b>	

(circle one) Yes No Not Required



## 2023 Rental Income

Name \_\_\_\_\_

Property Description & Address (zip code required)

A \_\_\_\_\_ Rent to a Relative? \_\_\_\_\_ Personal Use Days \_\_\_\_\_

B \_\_\_\_\_ Rent to a Relative? \_\_\_\_\_ Personal Use Days \_\_\_\_\_

C \_\_\_\_\_ Rent to a Relative? \_\_\_\_\_ Personal Use Days \_\_\_\_\_

	A	B	C
<b># Days Rented in 2023</b>			
<b># Hours managing</b>			
Total Rents Received	\$	\$	\$
<b>Expenses:</b>			
Advertising	\$	\$	\$
Association Fees HOA			
Travel & Hotel	\$	\$	\$
Auto Miles Driven	miles	miles	miles
Cleaning and Maintenance			
Commissions			
Gardening			
Insurance			
Legal & Professional Fees			
Licenses and Permits			
Management Fees			
Miscellaneous			
Mortgage Interest			
Qualified MIP Insurance			
Painting & Decorating			
Pest Control			
Plumbing & Electrical *			
Repairs *			
Supplies			
Real Estate Taxes			
Utilities			

\* Some Repairs cannot be expensed in one year.

### Purchase of Rental, carpet, stove, refrigerator, improvements and big repairs

Description	Date	A	B	C

If you **Bought** or **Sold** the Rental House this year, please bring us the closing statement too.