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2023 INCOME TAX SCHEDULE

Instructions: **This form is designed to be a useful tool for you to gather information for us to prepare your returns. It is not all inclusive, so please attach any additional information. You do not have to use this entire form, but at a minimum, please complete the GENERAL INFORMATION section below. Also, include all tax documents such as W-2s; 1099s; Social Security form SSA-1099; health insurance form 1095-A, etc. Please include ALL pages from a broker's annual tax reporting 1099 package. *PLEASE NOTE—certain 2023 Form 1099s from banks and brokers are not required to be mailed until Feb 15, 2024.***

GENERAL INFORMATION

	Taxpayer	Spouse
Name	________	________
Soc Sec #	________	________
Occupation	________	________
Birth date	________	________

Address ________________________

Telephone Work ________ Home ________ Cell ________

Email address ________________________

Dependents:

Full Name	Birth Date	Soc Sec #	Relationship	# Months in Home	Income

Please note: We may need to contact you for additional information. As your tax preparer, we are required by the IRS to obtain certain information to substantiate certain tax credits and deductions claimed on your return.

ALL returns will be electronically filed. You will receive an email notification from our tax software vendor (CCH) that your returns have been accepted. There is an additional charge if you request to file paper returns.

DIRECT DEPOSIT OF REFUNDS / DRAFT OF TAXES DUE

Please provide a voided check (or a copy of a check) if you answer "YES" to either of the following:

Direct deposit of refund(s) ______**NO** ______**YES**
Draft balance of taxes owed ______**NO** ______**YES** If **YES**, date to draft bank account ________

General Questions and Certification

____**YES** ____**NO** Do you want $3 to go to the Presidential Election Campaign. (This does not affect your tax or refund)

____**YES** ____**NO** At any time during 2023, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset) (for example—Bitcoin, Litecoin)?

____**YES** ____**NO** I authorize the taxing authorities to discuss my returns, attachments, and related matters with the Preparer.

I certify to the best of my knowledge that all information provided to Martin Smith & Co is true, correct and complete.

Signature ________________________

ITEMIZED DEDUCTIONS

Medical expenses

(Include ONLY out-of-pocket and after-tax amounts)

Prescription Drugs $____________

Medicare premiums (Form 1099-SSA) $____________

Medical/dental insurance premiums $____________

Long-term care insurance: Taxpayer $____________

Spouse $____________

Long-term care expenses $____________

Doctors, dentists, etc. $____________

Hospitals $____________

Lab fees $____________

Eyeglasses and contacts $____________

Other: ____________________ $____________

Mileage: Jan-Dec 2023 ____________miles

Taxes **(Also see Page 4 for Fed and State estimated payments)**

2022 State income tax-balance **paid** in 2023 when your state return was filed $____________

Real estate tax on personal residence $____________

Personal property taxes (autos, boats) $____________

Sales tax - boats, homes, aircraft $____________

Sales tax - vehicles $____________

Mortgage interest

Paid to Bank (Attach forms 1098) $____________

Paid to an **individual**:

Soc Sec # ____________________

Name ____________________ $____________

Address ____________________

Charitable contributions

Cash, checks, credit cards:

____________________________$____________

____________________________$____________

Mileage: Jan-Dec 2023 _________miles

Non-cash contributions:

NOTE: Donated items **must** be of "good" or better quality. Please be sure that the following information is documented on each donation receipt:

(1) Organization name and address
(2) Date donated
(3) Fair market value (deduction amount)
(4) General description of items
(5) Estimate of original cost

Total of all non-cash donations $____________

MISC CREDITS AND DEDUCTIONS

Adoption expenses $______________

Date adoption finalized ______________

Alimony paid $______________

Name ____________________

Soc Sec # ____________________

Child care expenses $______________

Provider's name__________________________

Address __________________________

City, ST __________________________

EIN/SS#__________________________

Traditional IRA 2023 contributions:

Taxpayer $______________

Spouse $______________

Roth IRA 2023 contributions:

Taxpayer $______________

Spouse $______________

SC college prepayment investment program $______________

Teacher (K-12) (classroom expenses) $______________

College tuition and fees (**Form 1098-T**) $______________

Early withdrawal penalty $______________

Other deductions:

________________________ $______________

________________________ **$**______________

Health Savings Accounts (HSA) contributions:

Coverage: _____ Self-only _____ Family

Employer contributions $______________

Your contributions (after-tax only) $______________

Value of HSA at 12/31/23 $______________

Mos covered by a high-deductible health plan ________

Please include Forms 1098-SA and 5498-SA (These forms usually contain the above information)

MARKET-PLACE HEALTH INSURANCE

If you purchased health insurance through the Marketplace, you will receive a Form 1095-A by January 31, 2024. Form 1095-A is furnished to individuals to allow them to take the premium tax credit and to reconcile the credit on the return with advance payments of the premium tax credit (advance credit payments). Failure to include this information in your tax return could affect future eligibility to obtain health insurance through the Marketplace. **Please be sure to provide this document to us.** Effective January 1, 2019, there is no penalty for not having health insurance.

OTHER INCOME

Alimony received $____________

Jury duty $____________

Other income:

____________________ $____________

____________________ $____________

____________________ $____________

BUSINESS , RENTAL, FARM and HOME OFFICE

Use this section to report home office deductions, self-employment business income and expenses (Schedule C), rental property income and expenses (Schedule E), and farm income and expenses (Schedule F). See the next page regarding 1099 filing requirements and questions for certain payments that you made and are claiming as a deduction below.

Description of Rental Property/Business/Farm or Home office	________	________	________	________
INCOME	$______	$______	$______	$______
EXPENSES				
Advertising	______	______	______	______
Interest expense	______	______	______	______
Legal & accounting	______	______	______	______
Cleaning/maintenance	______	______	______	______
Commissions paid	______	______	______	______
Insurance (**excluding** life and health)	______	______	______	______
Interest expense	______	______	______	______
Management fees	______	______	______	______
Office expense	______	______	______	______
Postage, shipping	______	______	______	______
Real estate taxes	______	______	______	______
Rent: Equipment	______	______	______	______
Office space	______	______	______	______
Repairs & maintenance	______	______	______	______
Supplies	______	______	______	______
Property tax/licenses	______	______	______	______
Travel	______	______	______	______
Telephone	______	______	______	______
Meals & entertainment	______	______	______	______
Utilities	______	______	______	______
Other:	______	______	______	______
________	______	______	______	______
________	______	______	______	______
________	______	______	______	______
________				
<u>**Vehicle expense ONLY:**</u>	______	______	______	______
• Prop tax	______	______	______	______
• Tolls, rentals	______	______	______	______
• Gas, repairs, Insur, etc.	______	______	______	______
• Interest on veh loans				
• Mileage:				
Business: Jan-Dec	______ miles	______ miles	______ miles	______ miles
Personal miles	______ miles	______ miles	______ miles	______ miles
Total miles	______ miles	______ miles	______ miles	______ miles

SC Sales/Use Tax and Fuel Tax Credit

Sales/Use Tax and Fuel Tax Credit (<u>SC returns only</u>)

Total purchases from mail orders, internet, TV shopping networks, etc. $________

Total sales tax charged and paid to SC and other states on the above purchases $________

SC Fuel Tax Credit: The last year for this tax credit was 2022.

ESTIMATED TAX PAYMENTS

Please list below all estimated payments made for the **tax year 2023**, including estimated payments for **2023** made in **2024**.

Federal estimated tax payments:

Date paid	Amount
____________	$____________
____________	$____________
____________	$____________
____________	$____________
____________	$____________

State estimated tax payments:

Date paid	Amount
____________	$____________
____________	$____________
____________	$____________
____________	$____________
____________	$____________

OTHER INFORMATION

NOTE: If you have a foreign bank, investment or retirement account, please let us know. There are severe penalties for not reporting foreign accounts.

Please provide any other additional information here:

If you are self-employed, own rental property, or operate a farm you MUST answer the following:

___**Yes** ___**No** Did you make any payments that would require you to file Form(s) 1099?
___**Yes** ___**No** If "Yes" to the above question, did you or will you file all required Form(s) 1099?

1099 Filing Requirements – Forms 1099-MISC/Form-NEC are required to be issued if **ALL** of the following are true:

1. You paid non-corporate service providers $600 or more during 2023 **AND**
2. The payments are for business (not personal) **AND**
3. You are self-employed (Schedule C), own rental property (Schedule E), or operate a farm (Schedule F)

Examples of the above payments include: professional fees paid to an attorney or an accountant; payments to independent contractors for janitorial services, information technology consulting, web design, and repairs; and rent paid to a landlord (just to name a few).

Either visit the IRS website or call our office for assistance in completing these forms. The penalties for not filing these forms can range from $30-$250 per form.

INFORMATIONAL DATA

Standard mileage rates (cents per mile):

	2023	2024
Business	65.5	67.0
Moving	22.0	21.0
Medical	22.0	21.0
Charitable	14.0	14.0

Retirement contribution limits (subject to provisions):

	2023	2024
Roth/Traditional IRA	6,500	7,000
IRA catch-up contributions	1,000	1,000
SIMPLE plans	15,500	16,000
SIMPLE catch-up contrib.	3,500	3,500

(Catch-up provisions are for individuals age 50 and older)

REMINDERS:

- If you have children who will be filing tax returns, please be sure they do **not** claim themselves if they are not eligible to do so. **If the parents are eligible to claim their child, then the child generally cannot claim themselves.**
- For electronic filing purposes, please provide us a copy of a check, **not** a deposit slip, **even if** your bank account has not changed since last year.
- **PLEASE REMEMBER** to include all IRS documents with the tax information that you submit to our office. This includes forms W-2, 1099s, 1098 (mortgage interest paid), 1098-T (College tuition and fees paid), health insurance form 1095-A, and HSA forms 1098-SA and 5498-SA.