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2025 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 2025 Form 1099s from banks and brokers are not required to be mailed until Feb 16, 2026.***

GENERAL INFORMATION

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

Address ____

Telephone Work______________ Home______________ Cell______________

Email address ____

New for 2025: Did you live in the US for more than 6 months? ________NO ________YES

Dependents:

Full Name	Birth Date	Soc Sec #	Relationship	For 2025 check if lived with you: more than 6 mos	In the U.S.

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______________

New for 2025: The IRS phased out issuing checks for refunds. If you do not provide bank info for your refund, the IRS may issue a debit card or contact you for other options. This most likely will delay your refund.

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 2025, 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? We recommend "Yes" to this question.

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 2025 ____________miles

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

2024 State income tax-balance **paid** in 2025 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 2025 ____________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 2025 contributions and dates contributed:

Taxpayer $__________ Spouse $__________

Date __________ Date __________

Roth IRA 2025 contributions and dates contributed:

Taxpayer $__________ Spouse $__________

Date __________ Date __________

SC college prepayment investment program $____________

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

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

New Deductions for 2025:

Qualifying tips—include W-2 form $____________

Overtime—Include last paycheck stub **$**____________

(Must include last paycheck stub or document from employer)

Qualified interest paid on new vehicle **$**____________

(Must be new, personal use, not leased, must provide Bill of Sale)

Health Savings Accounts (HSA) contributions:

Coverage: _____ Self-only _____ Family

Employer contributions $____________

Your contributions (after-tax only) $____________

Value of HSA at 12/31/25 $____________

Mos covered by a high-deductible health plan ________

Please include Forms 1099-SA and 5498-SA

MARKET-PLACE HEALTH INSURANCE

If you purchased health insurance through the Marketplace, you will receive a Form 1095-A by January 31, 2026. 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. Effective January 1, 2019, there is no penalty for not having health insurance. **Please be sure to provide this document to us. <u>Your return will be rejected</u> when efiled if the 1095-A data is not included in your return.**

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

Sales/Use Tax (<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 $________

ESTIMATED TAX PAYMENTS

Please list below all estimated tax payments made for the **tax year 2025**, including estimated payments for **2025** made in **2026**.

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 bank and investment 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 2025 **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 $60-$680 per form.

INFORMATIONAL DATA

Standard mileage rates (cents per mile):

	2025	2026
Business	70.0	72.5
Moving	21.0	20.5
Medical	21.0	20.5
Charitable	14.0	14.0

Retirement contribution limits (subject to provisions):

	2025	2026
Roth/Traditional IRA	7,000	7,500
IRA catch-up contributions	1,000	1,100
SIMPLE plans	16,500	17,000
SIMPLE catch-up contrib.	3,500/5,250	4,000/5,250

(Catch-up provisions are for individuals age 50 and older, depending on age as of 12/31/25; Special catch-ups for ages 60-63 as of 12/31/2025)

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.