

2023 PERSONAL Income Tax Client Organizer

Your **Personal** Organizer is attached.

Please complete and return to Accounting EA, Inc. **no later than March 15, 2024.** You can mail it to 4255 Westbrook Drive #206, Aurora, IL 60504 or PO Box 2527, Naperville, IL 60567, fax to 630-755-6070 or email Kris@accountingea.com. We also have secure portals from our website. These are checked daily. Please call for a login and instructions on how to upload your information. The IRS prefers the information faxed or uploaded to portals.

We handle very sensitive and personal information and its very important to us to provide the highest security possible.

If you receive subsidies for health insurance, we will need your 1095-A from the Marketplace. If the 1095-A information is not included on the return, it will hold up any refunds from the return. If that should happen, then additional work will have to be completed to comply with regulations.

A PIN from the IRS will be required this year to file your return. Go to [IRS.gov](https://www.irs.gov) to retrieve that number.

I look forward to this tax year and any questions you may have.

Please contact us at 630-755-6060.

Thank you for the opportunity to serve you. We greatly appreciate your business. We hope everybody has a safe and wonderful 2024.

Sincerely,
Kristie Darby

Accounting EA, Inc.

Accounting EA, Inc.
4255 Westbrook Drive #206
Aurora, IL 60504
630-755-6060

2023 PERSONAL INCOME TAX CLIENT ORGANIZER

The information requested on this form is for the preparation of your personal income tax return and relates to you and your family personally ***not your business operations***. While we realize that not all tax issues can be addressed in this organizer, please feel free to write any additional comments or questions that you may have in the space provided on page 4 of this document. Or, if you prefer, an expanded version is available by calling or e-mailing our office.

Please complete and return this form to us at **P.O. Box 2527, Naperville, IL 60567**, or fax to **630-755-6070**, or e-mail to kris@accountingea.com as soon as possible--but **no later than March 15, 2024**. For your added security, we do have portals. Please call for a login and instruction on how to upload. The IRS prefers fax or portals for security reasons.

If you need help in preparing this form, or have any questions, please contact us at 630-755-6060. **Tax returns will NOT be prepared without signed disclosures.**

Client Name: _____ **SSN:** _____ **DOB:** _____

Spouse: _____ **SSN:** _____ **DOB:** _____

Address: _____

City, State, Zip: _____

Best Phone: _____ **Alternate Phone:** _____

E-mail: _____

Filing Status: ___ Single ___ Married ___ Married filing separately ___ Head of Household

Date of Marriage: _____ **Date of Divorce:** _____

DEPENDENTS:

Name: _____ SSN: _____ DOB: _____ Relationship _____

Name: _____ SSN: _____ DOB: _____ Relationship _____

Name: _____ SSN: _____ DOB: _____ Relationship _____

Name: _____ SSN: _____ DOB: _____ Relationship _____

INCOME

Please attach any statements and/or documentation for income from any of the sources listed below:

	<u>Attached Yes/No</u>	<u>Payer</u>	<u>Amount</u>
W-2 Form(s)	_____	_____	_____
Interest Income (1099-INT)	_____	_____	_____
Dividends (1099-DIV)	_____	_____	_____
State tax refund (1099-G)	_____	_____	_____
IRA Distribution (1099-R)	_____	_____	_____
Pension/Annuity (1099-R)	_____	_____	_____
Unemployment (1099-G)	_____	_____	_____
Social Security (1099-SSA)	_____	_____	_____
(Go to SSA.gov for your statement)			
Stock or Investment Statements i.e. Morgan Stanley, ETrade, Country Financial etc.	_____	_____	_____
Foreign Income	_____	_____	_____
1099K from third party payers	_____	_____	_____
Other (provide details)	_____	_____	_____

ITEMIZED DEDUCTIONS

Please provide any statements and/or documentation for any contributions or payments listed below:

	<u>Attached Yes/No</u>	<u>Payer</u>	<u>Amount</u>
Medical Expenses	_____	_____	_____
Sales Tax (large items)	_____	_____	_____
**Real Estate Taxes			
Mortgage Interest (Home) (Must attach 1098)	_____	_____	_____
Home Equity LOC (1098)	_____	_____	_____
Charitable gifts (cash or check)	_____	_____	_____
Charitable gifts (other)	_____	_____	_____
Tax Preparation Fees	_____	_____	_____
Safe Deposit Box- State Only	_____	_____	_____
Other (provide details)	_____	_____	_____
Real Estate Bill with PIN	_____	_____	_____

ADJUSTMENTS

Please attach any statements and/or documentation for any contributions or payments listed below:

	<u>Attached Yes/No</u>	<u>Payer</u>	<u>Amount</u>
Health Savings Account	_____	_____	_____
IRA, 401k, SEP, Simple	_____	_____	_____
Student Loan Interest (1098-E)	_____	_____	_____
Tuition and Fees (1098-T)	_____	_____	_____

ESTIMATED PAYMENTS YOU MADE

	<u>Quarter 1 (4/23)</u>		<u>Quarter 2 (6/23)</u>		<u>Quarter 3 (9/23)</u>		<u>Quarter 4 (1/24)</u>	
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
Federal	_____	_____	_____	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____	_____	_____	_____

RENTALS

Please attach any statements and/or documentation to support any of the items listed below:

	<u>Property #1</u>	<u>Property #2</u>	<u>Property #3</u> ***
Rents Received	_____	_____	_____
<u>Expenses:</u>			
Advertising	_____	_____	_____
Auto/Travel	_____	_____	_____
Miles	_____	_____	_____
Cleaning/Maintenance	_____	_____	_____
Commissions	_____	_____	_____
Condo Fees	_____	_____	_____
Insurance	_____	_____	_____
Legal/Professional	_____	_____	_____
Mortgage Interest (1098)	_____	_____	_____
Other Interest	_____	_____	_____
Repairs	_____	_____	_____
Supplies	_____	_____	_____
Real Estate Taxes with PIN	_____	_____	_____
Utilities	_____	_____	_____

***If you have more than 3 Properties, please add additional information on the back of this page or add another page.

HEALTH INSURANCE

Did you have health insurance? Yes _____ No _____

Please send in 1095-A, 1095-B, or 1095-C. Your tax return CANNOT be completed without a 1095

COMMENTS/QUESTIONS

You must keep paid bills and cancelled checks supporting the deductions you claim on this form for a period of **three (3) years** to comply with federal and state tax regulations and audit procedures. Do not claim as deductions any bills that have not been paid during the year unless they were charged to your credit card before year-end

Some Questions:

Are you a signatory on a Foreign Bank account? Yes _____ No _____

Do you have crypto currency? Please send statements
Yes _____ No _____

Any funding from the Alaska Permanent fund Yes? Amount _____

Any interest on refunds from the IRS? Yes? Amount _____

We are encouraging Direct Deposit for any refunds

We will be needing a copy of your **Driver License for 2023** tax returns. Those can be taken by your phone and emailed to us if necessary. We suggest holding the license to capture your face and the driver's license.

DISCLOSURE:

I have reviewed the information given to you on this form and to the best of my knowledge it is true, correct, and complete. I have maintained the underlying records required by law to support this information. I authorize Accounting EA, Inc. to prepare my personal income tax return based on this information and to retain copies of appropriate documents.

PLEASE SIGN AND DATE:

Name: _____ Date: _____

Name: _____ Date: _____

NOTE: Your return CANNOT be prepared without your Signature

****** Due to the amount of Fraud we encountered during the 2022 tax season we are requiring a PIN from the IRS for both Spouse and Taxpayer.

Get an IP PIN: We encourage everyone to opt-in to the Identity Protection Personal Identification Number (IP PIN) program. If you don't have an IP PIN, you can get one by going to irs.gov/ippin. If unable to do so online, you may schedule an appointment at your closest Taxpayer Assistance Center by calling (844-545-5640). Or, if eligible, you may use IRS Form 15227 to apply for an IP PIN by mail or FAX, also available by going to irs.gov/ippin.

There will be some questions asked so please have your prior return handy. If you don't receive the PIN and your return is rejected, then we will have to file a paper return and there will be a fee for that. Additional forms will have to be filed. We want this coming tax season as pain free as possible so get your number before sending in your information. It will hold up your return without it. Thank you in advance!

Authorized Disclosure and Opt-out Option

Accounting EA, Inc. has been engaged to prepare your U.S. Individual Federal Income Tax Return.

Our privacy policy and that of our firm is that without your written permission we do not disclose your tax information to anyone. This would include your banker, insurance advisor, financial advisor, as well as the Internal Revenue Service unless we are so ordered to release your tax information by a court ordered summons.

We do not disclose non-public personal information about our current or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public personal information to our staff and those professionals who assist us in providing services to you. We maintain physical, electronic, and procedural safeguards to guard your non-public personal information.

Internal Revenue Code Section 7216 requires that taxpayers now give written approval before their tax information can be released to a third party. I am considered a third party and will require your written permission.

By signing the following you will give us permission as your tax preparer to release information about your tax return so we can do your tax return and properly advise you on tax and financial matters.

This information and acknowledgement are offered in order to be compliant with the Graham, Leach, Bliley Act as well as 7216.

You have the right to refuse to sign this agreement.

Date

Taxpayer Signature

I, _____

Opt-out to not have my information disclosed.

Date

Taxpayer Joint Signature

I, _____

Opt-out to not have my information disclosed.