

# ANDREWS-DRUMMOND GROUP, P.C.

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## 2023 INCOME TAX RETURN CHECK LIST

### NEW FOR 2023

Credit(s) for Home Improvements

Credit for new or used electric or hybrid car

### REQUIRED INFORMATION

#### For ALL Clients:

Complete the Due Diligence Questions found on the INFORMATION page on our website

Driver's license for filer and spouse

Social security cards for new dependents

For those clients who will be claiming child tax credits, education credits or earned income credits, the IRS is requiring us to answer a list of questions confirming that each client is qualified to receive each credit. We will provide a questionnaire for you to complete so that we can show compliance with this requirement.

Information on virtual currency. We are required to inform the IRS if you have any virtual currency and report any trades or gains.

Six Digit Identity Protection PIN if sent to you by the IRS

#### For NEW clients (in addition to items listed above):

Social Security Cards for everyone listed on the tax return

Copy of prior year tax returns and supporting documentation

### INCOME DOCUMENTS:

W-2 forms from all employers

W-2G Gambling winnings

Social Security Statements

1099-INT or 1099-DIV from interest, dividends

1099-MISC, or 1099-B from stock sales along with basis information

1099-R from retirement distributions (IRAs, 401(k) accts)

Rental income & expenses, mortgage statements if applicable

1099-G Unemployment statements

Business income & expenses yearly totals, any equipment purchased (bill of sale and payments)

1099-K showing sales per month through third party payment processor

### HEALTH INSURANCE DOCUMENTATION

If you had health insurance for any month(s) in 2023 through the Affordable Healthcare Marketplace, provide Form 1095-A

**PERSONAL, OTHER, ITEMIZED DEDUCTIONS – not all inclusive**

**Education expenses: tuition, books**

- 1098-T or 1098-E (if issued) OR statement showing tuition paid, receipts for books
- Supplies receipts for teachers

**Childcare credit:**

- Statement from daycare with ID number, address, amount paid, child's name

**Medical expenses: (total must exceed 7.5% of income for Federal - states vary)**

- Insurance premiums - medical, dental, long-term care – **paid with after tax dollars**
- Doctor, dentist bills, co-pays
- Prescriptions
- Medical devices such as glasses, hearing aids, etc.
- Mileage to and from appointments

**Taxes:**

- Real estate taxes –land, residences, rental property, etc.
- State income taxes – any paid separately
- Sales tax on high ticket items (cars, appliances, etc.) for states without income taxes
- State income taxes withheld (on W-2)
- State disability insurance (on W-2)
- Excise tax portion of vehicle, boat, trailer license/tag renewals

**Interest:**

- Home mortgage interest (Form 1098 from mortgage company)
- Interest on home equity loan (bank statement)
- Mortgage interest on vacation property (cabin, motor home, boat with sleeping & eating quarters)
- Mortgage interest on investment property
- Refinancing/home purchase documents – usually the settlement statement

**Contributions:**

- Cash/check payments to charities (must have statement for amounts)
- Goods donated to charities (must have statements listing items for donations)
  - cars donated are limited to \$500 unless the charity provides proof of a higher value when sold
- Mileage driven for volunteer work

**CONTACT INFORMATION:**

**WEBSITE:**            [www.andrewsdrummondcpa.com](http://www.andrewsdrummondcpa.com)

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