



REI Tax Firm - Specializing in Real Estate
www.REItaxfirm.com

Jan-Dec 2023 Income Tax Organizer Personal (non-business) data

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Five simple rules:

- ◆ Enter each number **only once**: one worksheet and one box.
Better "wrong" place than two places!
- ◆ **Round** all numbers to the nearest dollar - but no more than that.
- ◆ **Never copy** data from forms like 1099 or statements like HUD-1 -
save time and just attach copies of these forms.
- ◆ **Not sure** where to put "stuff"? - put it on a **blank page** and attach.
- ◆ **"Too much"** information is always better than "not enough."

Privacy policy notice

All information that you provide in this organizer is strictly confidential. It is never shared, sold, or disclosed to anybody without your specific authorization, except as required by law (such as in a criminal investigation). This policy applies even when you are no longer our client. We maintain physical, electronic, and procedural safeguards to protect your nonpublic personal information - as required by federal regulations. Please refer to Tax Preparation Agreement for a more complete description of our privacy policy and procedures.

Personal information

 Email address to send you our questions and updates (but not documents):

- I'm a *returning client* with **NO CHANGES** to any of the following:
 same actual address
 same address for IRS
 same dependents
 no income increase for dependents
 same bank account
 same IRS preferences

If there're changes to any of the above - report these changes (enter changes only) on the New Client questionnaire!

Health insurance

- The entire family was covered by health insurance all of 2023. If not - provide detailed explanation!

Payments to the IRS for 2023 tax year

 If you made any payment to the IRS with your **April 15 extension** - enter the amount here: \$

If you made any estimated payments to the IRS during 2023 that are credited towards your 2023 taxes, enter below:

Q1 - by 4/18/23 \$
Q2 - by 6/15/23 \$
Q3 - by 9/15/23 \$
Q4 - by 1/16/24 \$

Special circumstances - make sure to **provide details** in the *Comments* box below!

Major financial - If checked any YES box, provide DETAILS in Comments!

- YES NO Had a major financial or family **change in 2023**: family, residence, jobs, business, health, investments
 YES NO Expect - or already had - a major financial or family **change in 2024** (not affecting 2023 tax return)
 YES NO Substantial losses in 2023 from **natural disasters**, from another type of **casualty** or from **theft**
 YES NO Lived and/or worked in **another state** or in a **foreign country** during 2023

Investments - If checked any YES box, provide DETAILS in Comments!

- YES NO Had **crypto-currency** transactions in 2023: **sold** some or **exchanged** one currency for another
 YES NO Received **income** from and/or **own property** in **another state** or **foreign country**
 YES NO Own a **foreign financial account** (including a trust) or have signing authority over a foreign account
 YES NO Had a real estate deal with a **foreign investor** (or a person who *could be* a foreign investor)
 YES NO **Defaulted on some debt** in 2023, and that debt was waived by the creditor - *provide Form 1099-C*
 YES NO Some investments or debt **became totally worthless / uncollectible** in 2023 - *proof required*

Expenses - If checked any YES box, provide DETAILS in Comments!

- YES NO Made **EnergySTAR-qualified improvements** to primary residence in 2023: windows, insulation, AC, etc.
 YES NO Purchased an **electric plug-in or fuel cell vehicle** in 2023
 YES NO Paid **\$2,200+** to a **household employee** (*NOT occasional babysitters, house cleaners or landscapers*)
 YES NO Made a **gift** worth more than **\$15,000**, including gifts of real estate, to one person in 2023
 YES NO Paid **alimony** (as opposed to *child support*) - *provide full name & Social Security number of your ex*

Special occupations - If checked any YES box, provide DETAILS in Comments!

- YES NO Served in the **military** during 2023, was a reservist or a National Guard member
 YES NO Was a **classroom teacher** or an administrator in a **grade school** in 2023
 YES NO Was a **performing artist** working as an **employee** (*not contractor*) for multiple employers

Comments and OTHER special circumstances - *provide details! If you need more space - add a blank page.*

Jobs - W2 salary or 1099-NEC contract. Provide W2s / 1099s!

I am a returning client, no job changes. Skip this section.

		Employer name	Check if quit in 2023	Which form? W2 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099
<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input type="radio"/> W2 <input type="radio"/> 1099

Paid job-related expenses? Complete Business organizer!

K-1s: Partnerships, S-corporations, Trusts, Estates. Provide K-1s!

I am a returning client, same K-1s. Skip this section.

Whose Form K-1?	Partnership / Corporation / Trust name	Involved in day-to-day?
<input type="radio"/>		<input type="radio"/> YES <input type="radio"/> NO
<input type="radio"/>		<input type="radio"/> YES <input type="radio"/> NO
<input type="radio"/>		<input type="radio"/> YES <input type="radio"/> NO
<input type="radio"/>		<input type="radio"/> YES <input type="radio"/> NO
<input type="radio"/>		<input type="radio"/> YES <input type="radio"/> NO

Social Security and Unemployment

- Social Security - provide Form SSA-1099!
- Unemployment - provide Form 1099-G!

Miscellaneous income - with IRS forms

- Gambling / lottery wins - provide W-2G!
- Refund of state taxes - provide 1099-G!
- see form
- see form
- see form
- see form

Miscellaneous income - no IRS forms

- Alimony (NOT child support!): \$
- Tips not reported on W2: \$
- Jury duty pay: \$
- Fees for serving on boards: \$
- Value of bartering services: \$
- see form
- see form

IRA / 401(k) / Pension distributions - money you took OUT in 2023. Provide Forms 1099-R!

	Company you took money FROM	1099-R	If transferred / re-deposited - then where?	and when?
<input type="radio"/>		<input type="checkbox"/>		
<input type="radio"/>		<input type="checkbox"/>		
<input type="radio"/>		<input type="checkbox"/>		
<input type="radio"/>		<input type="checkbox"/>		
<input type="radio"/>		<input type="checkbox"/>		

IRA / Roth IRA / SEP-IRA contributions - money you put IN for 2023. Do not list 401k - it's on your W2!

	Company where you put the money	Date & amount contributed	what type of account?	other type:
<input type="radio"/>		\$ <input type="text"/>	<input type="radio"/> IRA <input type="radio"/> Roth-IRA <input type="radio"/> SEP-IRA	<input type="radio"/>
<input type="radio"/>		\$ <input type="text"/>	<input type="radio"/> IRA <input type="radio"/> Roth-IRA <input type="radio"/> SEP-IRA	<input type="radio"/>
<input type="radio"/>		\$ <input type="text"/>	<input type="radio"/> IRA <input type="radio"/> Roth-IRA <input type="radio"/> SEP-IRA	<input type="radio"/>
<input type="radio"/>		\$ <input type="text"/>	<input type="radio"/> IRA <input type="radio"/> Roth-IRA <input type="radio"/> SEP-IRA	<input type="radio"/>
<input type="radio"/>		\$ <input type="text"/>	<input type="radio"/> IRA <input type="radio"/> Roth-IRA <input type="radio"/> SEP-IRA	<input type="radio"/>

Comments (optional) If you need more space - add a blank page

Blank area for comments.

Personal 2

INVESTMENTS (other than Real Estate)

2023

Accounts at banks and credit unions

Joint or separate account?	Name of the bank or credit union	Which data can you provide?			closed in 2023
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> No form - under \$10	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> No form - under \$10	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> No form - under \$10	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> No form - under \$10	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> No form - under \$10	<input type="checkbox"/>

Accounts at brokerages and mutual funds

Joint or separate account?	Name of the brokerage company	Which data can you provide?			closed in 2023
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> Export data file	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> Export data file	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> Export data file	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> Export data file	<input type="checkbox"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="checkbox"/> Form(s) 1099	<input type="checkbox"/> Annual statement	<input type="checkbox"/> Export data file	<input type="checkbox"/>

Sold stocks, bonds, mutual funds or employer stock - IF tax basis is NOT reported on 1099s or annual statements

Most of the time, forms 1099-B and annual statements report "tax basis" - how much you paid when you bought it. For some investments purchased long ago, they do NOT. If so - then we need you to provide the missing details below:

Name of the stock, bond, or mutual fund sold	How many shares	Date of purchase	Cost, incl. commissions	Date of sale/exchange	Received from sale
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$

Foreign financial accounts (bank account, securities account, brokerage account, cash-value life insurance or annuity)

Warning: you risk severe IRS penalties for not reporting foreign accounts! Ask us for details.

I/we had a financial account (or a signature authority over an account) located in a foreign country at any point in 2023

Combined value of all my/our foreign accounts exceeded **\$10,000** at any point in 2023

If yes, then list the foreign countries where you held these accounts:

I/we received a distribution from a foreign trust in 2023

Investment interest (only for stocks / bonds / mutual funds - NOT real estate investments)

"Margin interest" paid to brokerages (usually reported on annual statement): \$

Other (describe): \$

Comments (optional) If you need more space - add a blank page

Sales tax

I agree to use the standard IRS allowance for sales tax, per IRS tables. My sales tax rate (state + local) is: [] %

PLUS If you bought a personal vehicle (car, truck, boat) in 2023 - enter sales tax or provide the contract: \$ []

PLUS If you remodeled personal residence in 2023 - enter sales tax paid on materials (not on labor!): \$ []

OR I will NOT use the IRS tables. I calculated the total sales tax I paid on everything I bought in 2023: \$ []

Car registration taxes - if your county assesses registration based on vehicle's value (not so in Texas!) \$ []

Primary residence

Address: []

Mortgages and HELOCs (home equity lines of credits) - provide Forms 1098!

Table with columns: Lender, Paid off, See 1098, Interest - if not on 1098, PMI - private mortg. insur.

Who owns it? [] [] []

How was it used in 2023?

primary residence for the entire 2023

only between [] and []

If not a primary residence - explain:

[]

Local property taxes (county, city, parish, school district, MUD, LID, utility, etc.)

property taxes are escrowed & reported on Form 1098. Skip this section!

Property taxes assessed for 2022 and paid in early part of 2023: \$ []

Property taxes assessed for 2023 and paid by the end of 2023: \$ []

Other property taxes (but not HOA fees!) paid during 2023: \$ []

Provide closing documents IF:

(HUD-1 statement or Closing Disclosure)

purchased in 2023

refinanced in 2023

sold in 2023

New or second residence

Address: []

Mortgages and HELOCs (home equity lines of credits) - provide Forms 1098!

Table with columns: Lender, Paid off, See 1098, Interest - if not on 1098, PMI - private mortg. insur.

Who owns it? [] [] []

How was it used in 2023?

primary residence for the entire 2023

only between [] and []

If not a primary residence - explain:

[]

Local property taxes (county, city, parish, school district, MUD, LID, utility, etc.)

property taxes are escrowed & reported on Form 1098. Skip this section!

Property taxes assessed for 2022 and paid in early part of 2023: \$ []

Property taxes assessed for 2023 and paid by the end of 2023: \$ []

Other property taxes (but not HOA fees!) paid during 2023: \$ []

Provide closing documents IF:

(HUD-1 statement or Closing Disclosure)

purchased in 2023

refinanced in 2023

sold in 2023

Comments (optional) If you need more space - add a blank page

[]

Health insurance coverage - provide all Forms 1095-A, 1095-B and/or 1095-C that you have!

YES NO Myself, my spouse and all of my dependents were covered by qualified health insurance the entire 2023. Otherwise, explain in detail in Comments below.

Blindness and disability

YES NO One of the family members was legally blind in 2023. Who?
YES NO One of the family was permanently disabled in 2023. Who?

Health insurance premiums

Employer-sponsored health insurance premiums taken out of your paycheck "pre-tax" - NOT deductible!
Your out-of-pocket portion of the employer-sponsored health insurance, if they make you pay it:
COBRA health insurance premiums - paid out of your pocket after you left a job:
Health insurance premiums paid out-of-pocket for Obamacare (Exchange) policies - just provide form 1095-A
Health insurance premiums paid out-of-pocket for private (non-Exchange) policies:
Medicare Part B premiums deducted from your Social Security checks - just provide form 1099-SSA
Medicare premiums paid out-of-pocket: all other Parts, supplemental and gap policies:
Dental, vision and other specialty health insurance premiums paid out-of-pocket (NOT from paychecks!)
LTC (Long-term care) insurance policy premiums paid out-of-pocket:
Life insurance or Disability insurance policy premiums of any kind - NOT deductible!
Other:

FSA and HSA - Flexible Savings Accounts and Health Savings Accounts

FSA - a medical expense account set up at work. This is a "use it - or lose it" deal. You set aside money from every paycheck. Money spent for health care is reimbursed. If money is not spent by Dec. 31st - it is lost.

Money put into FSA acct from paychecks:
Money taken out of FSA as reimbursement:

HSA - account requiring special high-deductible HSA insurance. Provide forms 1099-SA and 5498-SA if you have them!

Has high-deductible HSA insurance for SELF FAMILY
HSA account - put in: took out:
Has high-deductible HSA insurance for SELF FAMILY
HSA account - put in: took out:

Medical expenses - out of pocket only!

Medical expenses are only deductible when they exceed 7.5% of your income. Minor expenses are not worth listing!

Doctors, dentists, hospitals, labs, etc.:
Prescription drugs (including co-pays):
OTC drugs & supplements - NOT deductible!
Glasses, contacts, hearing aids, etc.:
Medical equipment and supplies:
Long-term care costs:

Miles driven in 2023 for medical purposes:
Medical-related lodging, up to \$50/night:
Other medical costs - describe below:

Comments (optional) If you need more space - add a blank page

Blank box for comments.

Personal 5

CHARITABLE DONATIONS

2023

There are many IRS rules for donations. For details, download IRS Publications 526 & 561 from www.IRS.gov.

- OK to include: churches and other religious, non-profit schools and hospitals, IRS-approved charities, other organizations from the IRS-approved list
NOT OK to include: donations to individuals, even strangers, political contributions of any kind, social / civic / sports / business club dues, foreign organizations

CASH donations

WARNING: No proof = no deduction. We don't ask for your proof, but we ask if you have it. IRS requires bank records (under \$250) or written confirmation from organization (over \$250). Also, you must subtract the value of any benefit you received: goods, tickets, etc.

Table with columns: Amount w/o benefits, Written proof available. Rows for joint cash donations, separate cash donations (male), separate cash donations (female).

Charitable volunteer work

Out-of-pocket volunteer expenses for IRS-approved organizations (travel, supplies, etc.): \$ [] \$ []
Miles driven for charitable work (do NOT include mileage to just attend events or services): [] miles [] miles

Donations of automobiles - provide form 1098-C if over \$500!

Date - required! Value Name of the charitable organization Make, model, mileage of the automobile
[] \$ [] [] []
Full address of the charity: []

NON-CASH donations: clothing, furniture, toys, construction materials, etc.

WARNING: No proof = no deduction. We don't ask for proof, but you need a written confirmation for donations over \$250.
If the total is \$500 or less - enter the total here and STOP: \$ [] \$ [] \$ []
If the total is over \$500 - must itemize below:

Table with columns: Date - required! Value Name of the charitable organization Describe what kind of items donated
[] \$ [] [] []
Charity address - or see 2022 []

sample 2/13/23 \$ 750 Northwest Assistance Ministries Furniture, household items, toys, books
15555 Kuykendahl Road, Houston, TX 77090

Comments (optional) If you need more space - add a blank page

Blank area for comments.

Personal 6

CHILDCARE & EDUCATION

2023

Childcare (under 13 years) or Disabled adult care expenses

- OK to include:
- daycare & nannies
 - school below kindergarten level
 - before/after school programs
 - day camps

- NOT OK to include:
- school from kindergarten up
 - overnight camps
 - tutoring programs
 - summer school

Care for: Paid: \$

Provider:

Skip ID/address below - see last year's information

Full address: Tax ID (SSN or EIN):

Care for: Paid: \$

Provider:

Skip ID/address below - see last year's information

Full address: Tax ID (SSN or EIN):

College expenses - provide forms 1098-T if you have them

- OK to include:
- tuition
 - mandatory fees
 - books & course materials
 - equipment & supplies

- NOT OK to include:
- room & board
 - food, clothes & medical
 - transportation
 - athletics costs

Student:

- Yes No Completed 4 years of college by 1/1/2023
- Yes No Enrolled in a degree or a job skills program
- Yes No Took at least 1/2 normal full-time workload
- Yes No Has been convicted of drug felony (IRS asks)

Tax credits on previous tax returns - unless we have them

2020: Hope American Opportunity Neither

2021: Hope American Opportunity Neither

2022: Hope American Opportunity Neither

Grade in 2023-24 Frsh Soph Jun Sen P-Grad MBA Other

School:

Provide Form 1098-T if issued by the school!

Tuition & course fees paid during 2023: \$

Course materials, books, supplies, etc. \$

Other \$

Grants (fin. aid that you don't pay back): \$

Student:

- Yes No Completed 4 years of college by 1/1/2023
- Yes No Enrolled in a degree or a jobs skills program
- Yes No Took at least 1/2 normal full-time workload
- Yes No Has been convicted of drug felony (IRS asks)

Tax credits on previous tax returns - unless we have them

2020: Hope American Opportunity Neither

2021: Hope American Opportunity Neither

2022: Hope American Opportunity Neither

Grade in 2023-24 Frsh Soph Jun Sen P-Grad MBA Other

School:

Provide Form 1098-T if issued by the school!

Tuition & course fees paid in 2023: \$

Course materials, books, supplies, etc. \$

Other \$

Grants (fin. aid that you don't pay back): \$

Student loan interest - attach form(s) 1098-E

Paid: \$ Paid: \$

Include interest portion only, not the entire payments. Tip: Sallie Mae provides student loan interest online.

Adult education expenses. Do NOT include business or real estate education - it belongs on business organizers!

Student: Paid: \$ Explain:

Student: Paid: \$ Explain:

Comments (optional) If you need more space - add a blank page