



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

	<u>Taxpayer</u>	<u>Spouse</u>
Name	_____	_____
Soc Sec #	_____	_____
Occupation	_____	_____
Birth date	_____	_____
Address	_____	
Telephone	Work _____	Home _____ Cell _____
Email address	_____	

<u>Dependents:</u>	<u>Full Name</u>	<u>Birth Date</u>	<u>Soc Sec #</u>	<u>Relationship</u>	<u># Months in Home</u>	<u>Income</u>
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

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 _____

GENERAL INFORMATION

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:	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Vehicle expense ONLY:	_____	_____	_____	_____
• 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 (SC returns only)

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:		State estimated tax payments:	
<u>Date paid</u>	<u>Amount</u>	<u>Date paid</u>	<u>Amount</u>
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____

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):

	<u>2023</u>	<u>2024</u>
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):

	<u>2023</u>	<u>2024</u>
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.