



2022 PERSONAL INCOME TAX CHECKLIST

This checklist is designed to complement the personalized organizer you have received. This checklist **must be** completed to ensure that no income or deductions have been overlooked and that we meet our due diligence requirements as your tax preparer. **If you intend to file a joint return, please consider each question for both spouses. Keep in mind that there may be questions that do not apply to you. Do not leave these blank, please answer No, unless directed to skip to the following section.**

PLEASE NOTE: Please **take the time** to read all questions thoroughly and reach out to us should you have any questions.

General Information

1. A question on Form 1040 will allow you to authorize the IRS to discuss your 2022 tax return with the paid preparer whose signature appears on your return. Checking "YES" in the appropriate box will allow
 - a. The IRS to call to answer questions that may arise in the processing of returns;
 - b. Us to give the IRS information that is missing from your return;
 - c. Us to call the IRS for information about the processing of your return;
 - d. Receive copies of notices or transcripts related to your return, upon request; and
 - e. Us to respond to limited IRS notices related to your return.

Checking "YES" does not authorize

- a. Refund checks to be sent to us;
- b. Your preparer to bind you to anything (including additional tax liability);
- c. Your preparer to otherwise represent you before the IRS.

The authorization for the 2022 tax return, once granted, cannot be revoked. It will, however, end automatically on April 15, 2024.

Please indicate if you would like to authorize your preparer to work directly with the IRS to handle return processing matters and provide additional information requested by the IRS

Yes _____ No _____

2. a) Did you experience any of the below significant life events in 2022?

_____ Marriage; if checked, please provide: Spouse Email _____,

Spouse Date of Birth _____, and Previous 2 Years of Tax Returns.

_____ Birth of a Child; if checked, please provide: Child's Social Security Number _____,

and Child's Date of Birth _____.

_____ Moved; if checked, please provide: New Address _____.

- b) Are you or your spouse, totally and permanently disabled? Yes _____ No _____

2022 ITC Individual Income Tax Checklist

c) Are you or your spouse blind? Yes _____ No _____

3. Do you or anyone listed on your tax return have an Identity Protection PIN (IP PIN) for electronic filing of your return? This is a six-digit number issued to you by the IRS and is used to verify your identity when filing your tax return. Most taxpayers do not have an IP PIN. If yes, please provide the **Notice CP01A** you receive from the IRS with this information for 2022.

Yes _____ No _____

4. Did you start a new business, acquire a new interest in a business, or acquire real property that will earn you income? This includes online sales through platforms such as EBay. If so, access the small business checklist online at [ITCtaxes.com](https://www.irs.gov/itc) under Client Resources for information needed to complete your return.

Yes _____ No _____

5. Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any crypto (virtual) currency during 2022? If yes, you will receive a separate engagement letter that will need to be signed for us to complete your tax return.

Yes _____ No _____

6. Did you, or someone else listed on your 2021 (previous year) tax return, receive a Maine COVID Pandemic Relief Payment, up to \$850, in 2022? If yes, how much? If you were not a full time Maine resident in 2021 this would not apply to you, please check "No".

Yes, Amount \$ _____ No _____

7. Was a divorce or written separation agreement executed or modified during 2022? If yes, please provide this document.

Yes _____ No _____

8. a) Did you purchase or sell any real estate in 2022? If yes, please provide the Closing Disclosure and/or the HUD or ALTA Settlement Statement for this property.

Yes _____ No _____

b) Was the sale to a related party?

Yes _____ No _____

Dependent Information

Will you be claiming any dependents on your 2022 tax return? If yes, please answer the questions in this section. If no, please skip to the following section titled "Other Income" (Question 12).

9. Did all dependents listed on your 2021 tax return (previous year) live with you for the entirety of 2022?

Yes _____ No _____

10. Did you pay any childcare expenses in 2021?

Yes _____ No _____

If yes, please complete the following for all relevant providers:

2022 ITC Individual Income Tax Checklist

Provider Name	SSN or EIN	Amount	Address Where Care Was Given	Address of Provider if Different than Address Where Care was Given
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Are you the custodial parent of a dependent child? If yes, have you prepared a **Form 8332: Release / Revocation of Release of Claim to Exemption for Child by Custodial Parent?**

Yes _____ No _____

8332: Yes _____ No _____

Other Income

12. Did you receive unemployment benefits during 2022? If yes, please provide **Form 1099-G** that you receive from the state that issued these payments.

Yes _____ No _____

13. Did you sell any stocks, bonds, or other securities in 2022? If yes, please provide **Form 1099-B** (or **Consolidated Form 1099**) that you receive from your investment firm.

Yes _____ No _____

14. a) Did you receive a distribution from a retirement plan during 2022? If yes, please provide **Form 1099-R** that you receive from your retirement account firm.

Yes _____ No _____

b) Did you roll any of the distribution to an IRA within 60 days?

Yes _____ No _____

c) Did you split an IRA distribution in tax year 2020 over three years as allowed by the Cares Act? If yes and a new client, please provide 2020 Form 8915-E.

Yes _____ No _____

15. Do you have interest income from US obligations, state or municipal bonds? If yes, it is important for purposes of state returns to specifically identify the amount of income you received from US obligations and municipal bonds (by state).

Yes _____ No _____

16. Did you receive interest payments from a mortgage loan you have made to another individual rather than to a bank or mortgage company? If yes, please provide this interest income.

Yes, Amount? _____ No _____

Other Deductions and Credits

17. There are several education-related deductions and credits in 2022. Please answer the following for all members of your family:

a) For all students enrolled in a postsecondary program, please complete the below:

2022 ITC Individual Income Tax Checklist

Student Name	Year in School	Degree or Certificate Program	Taking a Least ½ Full-time Workload	Has Student Been Convicted of a Felony Involving Controlled Substances?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

b) Did you pay any student loan interest in 2022? If yes, please provide **Form 1098-E** that you receive from your lender.

Yes _____ No _____

c) Did you use U.S. Savings Bond proceeds to pay 2021 higher education costs?

Yes _____ No _____

d) Did you use funds from a Qualified Tuition Program or a Coverdell Education Savings Account in 2021?

Yes _____ No _____

e) Did you make any contributions to a Maine 529 plan? If yes, how much?

Yes, Amount? _____ No _____

18. a) Did you, or your spouse (if applicable), make contributions to an IRA in 2022? If yes, how much and please provide **Form 5498** that you receive from your retirement account firm.

Yes, Taxpayer Amount \$ _____ Yes, Spouse Amount \$ _____ No _____

b) To which type of IRA was the contribution made? Traditional _____ Roth _____

c) Are you, or your spouse (if applicable), planning on making additional contributions before April 17, 2023? If yes, how much?

Yes, Taxpayer Amount \$ _____ Yes, Spouse Amount \$ _____ No _____

d) Did you, or your spouse (if applicable), convert any assets from a Traditional IRA into a Roth IRA in 2022?

Yes, Taxpayer Amount \$ _____ Yes, Spouse Amount \$ _____ No _____

e) There are contribution limits, based on income, to various retirement accounts. If you would like ITC to help you determine that you are able to contribute, please call us at 207-805-1040.

19. Were you covered by health insurance purchased through the marketplace (healthcare.gov or coverME.gov, for example) at any point in 2022? If yes, please provide **Form 1095-A** that you receive from your insurer.

Yes _____ No _____

20. Did you pay any automobile, boat, or other excise tax in 2022? If yes, how much?

Yes, Amount \$ _____ No _____

21. a) Did you make any **CASH** charitable donations in 2022? If yes, how much?

2022 ITC Individual Income Tax Checklist

Yes, Amount \$ _____ No _____

b) Did you make any additional charitable donations in 2022? If yes, what was the fair market value of these donations?

Yes, Amount \$ _____ No _____

22. Did you have any interest-free or below-market rate loans outstanding during 2022? If yes, please provide details including the amount of the loan, the parties involved, and the rate of interest on the loan.

Yes _____ No _____

Foreign Accounts and Transactions

Did you have any foreign accounts or interests at any point in 2022? If yes, please answer the questions in this section. If no, please skip to the following section titled "Additional Information" (Question 25).

23. Did you have foreign income or pay any foreign taxes in 2021? Yes _____ No _____

24. a) At any time during 2024 did you have an interest in or a signature or other authority over a bank account, or other financial account in a foreign country?

Yes _____ No _____

b) If yes, enter the name(s) of the foreign country where the financial account(s) is/are located:

c) Did the aggregate value of all your foreign accounts exceed \$10,000 at any time during 2021?

Yes _____ No _____

d) What was the highest value of the accounts during the year in the local currency:

Additional Information

25. Maine expects taxpayers to report and pay use tax, which is essentially sales tax from purchases made over the internet or out-of-state (for personal use) on which no sales tax was paid, or sales tax was paid but at a rate lower than Maine's 5.5%, on their individual tax return. Ideally, if you knew the total amount of such purchases made over the course of the year, you would multiply that result by the 5.5% Maine sales tax rate, and then subtract out any sales taxes actually paid on those purchases, and you would arrive at the use tax due, if any. For those who don't know the total of such purchases, but did make some, the state has a safe harbor calculation available, which is essentially your Maine adjusted gross income multiplied by 0.4% (.004).

a. Maine use tax liability for 2022 (may be zero): \$ _____

b. Total amount purchased via the internet or from other states where sales tax was NOT collected by the seller: \$ _____

2022 ITC Individual Income Tax Checklist

c. Use safe harbor calculation of 4% of my Maine AGI: Yes _____

26. Did you make any estimated tax payments in 2022 or January 2023 using vouchers prepared by ITC or another tax preparer? If yes, please include detail below:

<u>Tax Period</u>	<u>Date Due</u>	<u>Federal</u>	<u>Maine</u>	<u>Other</u>
1st Quarter	<u>4/18/2022</u>	_____	_____	_____
2nd Quarter	<u>6/15/2022</u>	_____	_____	_____
3rd Quarter	<u>9/15/2022</u>	_____	_____	_____
4th Quarter	<u>1/17/2023</u>	_____	_____	_____

27. a) I confirm that I would like any refunds direct deposited into my bank account. I understand that if I **do not** check this box I will be issued a paper check by the taxing agency issuing the refund.

b) I confirm that I would like any 2022 tax payments automatically withdrawn from my bank account. I understand that if I **do** check this box these funds will be scheduled to be taken from my account on the tax filing deadline of April 17, 2023 or, if filed after this date, shortly after I submit my Form 8879 allowing ITC to e-file my tax return.

c) If we already have your bank account details on file, please confirm the last **four** digits of the account to be used for direct deposits and debits: _____

d) If we do not have your bank account details on file, please provide a voided check for the account you would like to utilize for any of the above.

If you will be away from home for any significant period of time between now and April 17, 2023 please indicated the dates you will be away: _____

Taxpayer's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Thank you for taking the time to fill out this checklist and please submit it with when you submit your other tax documents. It is most efficient and cost effective to do so at one time rather than sending us documents as you receive them. This can be done using our website ITCtaxes.com and clicking "Client File Upload, by mail, or in person drop off.

We will be in contact with you should we have any additional questions.

Integrated Tax Consultants
Tax Department