



Integrated Tax Consultants, LLC

358 US Route 1 • Suite 101 • Falmouth ME 04105

2023 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 2023 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 us to answer questions that may arise in the processing of your return;
 - 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 or the status of your refund or payment(s);
 - d. Receive copies of notices or transcripts related to your return, upon request; and
 - e. Us to respond to certain IRS notices about math errors, offsets, and return preparation.

Checking “YES” does not authorize:

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

The authorization for the 2023 tax return, once granted, cannot be revoked. It will, however, end automatically on April 15, 2025.

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 2023?

_____ 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 _____,

Child’s Date of Birth _____, and Child’s Full Legal Name _____.

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

2023 ITC Individual Income Tax Checklist

- b) Are you or your spouse, totally and permanently disabled? Yes _____ No _____
- 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 in the mail from the IRS with this information for 2023.
- 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, please access the "Business Tax Checklist" online at [ITCtaxes.com](https://www.itctaxes.com) 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 2023? If yes, please provide Form 1099-B, Capital Gain & Loss Report, or an equivalent statement from your crypto exchange. You will also be provided a separate checklist to complete providing more detail of this activity once your return has been prepared.
- Yes _____ No _____
6. Did you, or your spouse (if applicable), receive the Maine Winter Energy Relief Payment of \$450 in 2023? If yes, how much total did you receive? 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 2023? If yes, please provide this document.
- Yes _____ No _____
8. a) Did you purchase, sell, or refinance any real estate in 2023? 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 2023 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 2022 tax return (previous year) live with you for the entirety of 2023? This includes temporary absences, such as attending college.
- Yes _____ No _____

2023 ITC Individual Income Tax Checklist

10. Did you pay any childcare expenses in 2023? Yes _____ No _____

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

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

11. If divorced or separated, are you the custodial parent of a dependent child? Yes _____ No _____

If yes, have you prepared **Form 8332: Release / Revocation of Release of Claim to Exemption for Child by Custodial Parent**? If yes, please provide it.

Yes _____ No _____

Other Income

12. Did you receive unemployment benefits during 2023? 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 2023? 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 2023? If yes, please provide Form 1099-R that you receive from your retirement account firm. Yes _____ No _____

b) Did you roll any of this distribution to an IRA within 60 days? Yes _____ No _____

c) Did you use any of this distribution for medical expenses, education expenses, or towards the purchase of a home? Yes _____ No _____

15. Do you have interest income from US obligations, state or municipal bonds? If yes, please provide Form 1099-INT (or **Consolidated Form 1099**) from your investment firm. 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 _____



Integrated Tax Consultants, LLC

358 US Route 1 • Suite 101 • Falmouth ME 04105

Other Deductions and Credits

There are several education related deductions and credits in 2023. Please answer the following questions for all members of your family.

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

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 2023? 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 2023 higher education costs?

Yes _____ No _____

d) Did you use funds from a Qualified Tuition Program or a Coverdell Education Savings Account in 2023?

Yes _____ No _____

e) Did you make any contributions to a Maine 529 plan in 2023? If yes, how much?

Yes, Amount? _____ No _____

18. Did you, or your spouse (if applicable), make student loan payments related to a loan for a degree earned in 2008 or later? If yes, please provide the total amount paid (principal and interest) in 2023, The state in which you received your degree, and the date of graduation.

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

State: _____ Date of Graduation: _____ State: _____ Date of Graduation: _____

19. a) Did you, or your spouse (if applicable), make contributions to an IRA in 2023? If yes, please provide **Form 5498** that you receive from your retirement account firm and the amount each contributed:

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

Traditional _____ Roth _____ Traditional _____ Roth _____

b) Are you, or your spouse (if applicable), planning on making additional contributions on or before April 15, 2024? If yes, how much?

2023 ITC Individual Income Tax Checklist

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

Traditional _____ Roth _____ Traditional _____ Roth _____

d) Did you, or your spouse (if applicable), convert any assets from a Traditional IRA into a Roth IRA in 2023? If yes, how much?

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.

20. Were you covered by health insurance purchased through the marketplace (healthcare.gov or coverME.gov, for example) at any point in 2023? If yes, please provide Form 1095-A that you receive from your insurer.

Yes _____ No _____

21. Did you pay any automobile, boat, or other excise tax in 2023? If yes, how much?

Yes, Amount \$ _____ No _____

22. a) Did you make any **CASH** charitable donations in 2023? If yes, how much?

Yes, Amount \$ _____ No _____

b) Did you make any additional charitable donations in 2023? If yes, what was the fair market value of these donations?

Yes, Amount \$ _____ No _____

23. Did you have any interest-free or below-market rate loans outstanding during 2023? If yes, please provide details including the amount of the loan, the parties involved, and the rate of interest on the loan.

Yes _____ No _____

24. If you paid rent for your primary residence in Maine, you may qualify for a state tax credit.

Please provide the total rent paid in 2023 (if applicable): \$ _____

Foreign Accounts and Transactions

Did you have any foreign accounts or interests at any point in 2023? If yes, please answer the questions in this section. *If no, please skip to the following section titled "Additional Information" (Question 26).*

25. Did you have foreign income or pay any foreign taxes in 2023? Yes _____ No _____

26. a) At any time during 2023 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:

2023 ITC Individual Income Tax Checklist

c) Did the aggregate value of all your foreign accounts exceed \$10,000 at any time during 2023?

Yes _____ No _____

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

Additional Information

27. Maine expects taxpayers to report and pay use tax for goods purchased online or out-of-state on which no sales tax was paid, or sales tax was paid at a rate lower than Maine's 5.5%, on their tax return. This only applies to goods brought into the state for use or consumption. Please answer one of the following options if you are a Maine resident.

a. Maine use tax liability for 2023, if known (may be zero): \$ _____

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

c. Use safe harbor calculation of 0.4% (.004) of my Maine AGI: Yes _____

28. Did you make any 2023 estimated tax payments during 2023, or plan to make any 2023 estimated tax payments in 2024 using vouchers prepared by ITC or another tax preparer? If yes, please include details below. Do not include amounts applied from your 2022 tax return.

<u>Tax Period</u>	<u>Date Due</u>	<u>Federal</u>	<u>Maine</u>	<u>Other</u>
1st Quarter	4/18/2023	_____	_____	_____
2nd Quarter	6/15/2023	_____	_____	_____
3rd Quarter*	9/15/2023*	_____	_____	_____
4th Quarter*	1/16/2024*	_____	_____	_____

*This due date was extended to 2/15/2024 for Maine and Massachusetts residents due to Hurricane Lee.

29. 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, which takes more time than direct deposit.

b) I confirm that I would like any 2023 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 15, 2024 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.

2023 ITC Individual Income Tax Checklist

For Your Information

2020 and 2021 Tax Return Amendments – Expanded Sick and Family Leave Provisions

There is a credit available for 2020 and 2021 related to the sick and family leave provisions available to employees, which has been expanded to include self-employed workers. There are two potential buckets to draw from for the credit: Paid Sick Leave and Family and Medical Leave. Please answer the following questions:

- Were you or your spouse self-employed for the years 2020 and 2021?
 Yes____ No____ Spouse: Yes____ No____
 - If yes, did you take time off work in response to a government issued quarantine order, or to care for someone who has been advised by a health care provider to self-quarantine?
 Yes____ No____ Spouse: Yes____ No____
 - Did you or your spouse take time off work due to experiencing COVID-19 symptoms and seeking medical attention?
 Yes____ No____ Spouse: Yes____ No____
 - Did you or your spouse take time off work to care for your child whose school or place of care was closed or whose child care provider was unavailable for reasons related to COVID-19?
 Yes____ No____ Spouse: Yes____ No____

This can be a substantial tax credit and if you believe that you may qualify and it was not included in your previously filed tax returns please contact us at 207-805-1040. Claiming the credit may require amending these previous tax returns, which would require an additional engagement with ITC.

Thank you for taking the time to fill out this checklist and please submit it with 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 Portal” to access your ShareFile account and upload the completed materials. If you did not receive a welcome email to activate your ShareFile account, please contact us at service@itctaxes.com and it will be resent.

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

Integrated Tax Consultants
Tax Department

If you will be away from home for any significant period of time between now and April 15, 2024 please indicated the dates you will be away: _____

Taxpayer’s Signature: _____ Date: _____

Spouse’s Signature: _____ Date: _____