



Integrated Tax Consultants, LLC

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2024 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 2024 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 2024 tax return, once granted, cannot be revoked. It will, however, end automatically on April 15, 2026.

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. Did you experience any of the below significant life events in 2024?

_____ Marriage; if checked, please provide:

Spouse Full Name _____,

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 _____,

2024 ITC Individual Income Tax Checklist

Child's Date of Birth _____, and Child's Full Legal Name _____.
_____ Moved; if checked, please provide: New Address _____.

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 received in the mail from the IRS in January 2025. This is used for all electronic filings the year it issued.

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.irs.gov/itctaxes) 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 2024? If yes, please provide Form 1099-B, Capital Gain & Loss Report, or an **equivalent statement** from your crypto exchange. You may also be provided a separate checklist to complete depending on the information these reports provide.

Yes _____ No _____

6. Was a **divorce or written separation agreement** executed or modified during 2024? If yes, please provide this document.

Yes _____ No _____

7. a) Did you purchase, sell, or refinance any real estate in 2024? 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 2024 tax return? If yes, please answer the questions in this section. *If no, please check here and skip to the following section titled "Other Income" (Question 11).*

8. Did all dependents listed on your 2023 tax return (previous year) live with you for the entirety of 2024? This includes temporary absences, such as attending college.

Yes _____ No _____

2024 ITC Individual Income Tax Checklist

9. Did you pay any childcare expenses in 2024? 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. 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

11. Did you receive unemployment benefits during 2024? If yes, please provide Form 1099-G that you receive from the state that issued these payments. Yes _____ No _____

12. Did you sell any stocks, bonds, or other securities in 2024? If yes, please provide all pages of Form 1099-B (or **Consolidated Form 1099**) that you receive from your investment firm.

*we cannot prepare complete and accurate returns if only some of these pages are provided to us.

Yes _____ No _____

13. a) Did you receive a distribution from a retirement plan during 2024? 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 _____

d) Did you make any Qualified Charitable Deductions (QCDs) directly from an IRA or qualified plan in 2024? Yes _____ No _____

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

2024 ITC Individual Income Tax Checklist

*we cannot prepare complete and accurate returns if only some of these pages are provided to us.

Yes _____ No _____

15. 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 _____

a) If Interest was received on Payor’s principal Residence:

b) If interest was paid on Payee’s Principal residence:

Payor’s Name _____

Payee’s Name _____

Payor’s Address

Payee’s Address

Payor’s SSN: _____

Payee’s SSN: _____

Other Deductions and Credits

There are several education related deductions and credits in 2024. Please answer the following questions for all members of your family.

16. 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 2024? 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 2024 higher education costs?

Yes _____ No _____

d) Did you use funds from a Qualified Tuition Program (i.e. a 529 plan) or a Coverdell Education Savings Account in 2024?

Yes _____ No _____

2024 ITC Individual Income Tax Checklist

e) Did you make any contributions to a Maine 529 plan in 2024? If yes, how much?

Yes, Amount? _____ No _____

f) If Qualified Higher Education expenses were by your child:

f.1) Was your child under age 24 as of 12/31/2024?

Yes _____ No _____

f.2) Did your child pay for more than half of their support (includes tuition, housing, food, transportation, etc.) in 2024?

Yes _____ No _____

17. 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:

- a. Total amount paid (principal and interest) in 2024
- b. Copy of all monthly lender statements showing amounts due
- c. Copy of all monthly bank statements or cancelled checks showing these payments
- d. If not previously provided:
 - i. The state in which you received your degree
 - ii. The date of graduation
 - iii. The type of degree earned (Associates, Bachelors, or Masters)

18. a) Did you, or your spouse (if applicable), make contributions to an IRA in 2024? If yes, please provide Form 5498 that you receive from your retirement account firm and the amount each contributed and the type of IRA:

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?

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 2024? 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.

2024 ITC Individual Income Tax Checklist

19. Were you covered by health insurance purchased through the marketplace (healthcare.gov or coverME.gov, for example) at any point in 2024? 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 2024? If yes, how much?

Yes, Amount \$ _____ No _____

21. a) Did you make any **CASH** charitable donations in 2024? If yes, how much? If the total donations comes out to \$250 or more, clients should retain an itemized list of the charities and amounts.

Yes, Amount \$ _____ No _____

b) Did you make any additional **non-cash** charitable donations in 2024? If yes, what was the fair market value of these donations? If more than \$500 total please provide an itemized list of these donations including charity and amount, as well as a receipt or written acknowledgement of the donation.

Yes, Amount \$ _____ No _____

**any single donation of \$250 or more must be acknowledged in writing by the charity in order to be deductible. For such donations, please provide a receipt or written acknowledgement.*

22. Did you have any interest-free or below-market rate loans outstanding during 2024? If yes, please provide details including the amount of the loan, the parties involved, and the rate of interest on the loan.

Yes _____ No _____

23. Did you paid rent for your primary residence in Maine, you may qualify for a state tax credit (income limits apply). Please provide the total rent paid in 2024 (if applicable):

Yes, Amount \$ _____ No _____

Foreign Accounts and Transactions

Did you have any foreign accounts or interests at any point in 2024? If yes, please answer the questions in this section. *If no, please check here and skip to the following section titled "Additional Information" (Question 26).*

24. Did you have foreign income or pay any foreign taxes in 2024?

Yes _____ No _____

25. 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:

2024 ITC Individual Income Tax Checklist

c) Did the aggregate value of all your foreign accounts exceed \$10,000 at any time during 2024?

Yes _____ No _____

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

Additional Information

26. 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 2024, 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 0.04% (.0004) of my Maine AGI: Yes _____

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

<u>Tax Period</u>	<u>Date Due</u>	<u>Federal</u>	<u>Maine</u>	<u>Other</u>
1st Quarter	<u>4/18/2024</u>	_____	_____	_____
2nd Quarter	<u>6/15/2024</u>	_____	_____	_____
3rd Quarter*	<u>9/15/2024</u>	_____	_____	_____
4th Quarter*	<u>1/15/2025</u>	_____	_____	_____

28. 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 2024 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, 2025, 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.

2024 ITC Individual Income Tax Checklist

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 www.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.

Documents can also be uploaded through www.itctaxes.com by clicking "Client File Upload" and choosing "Integrated Tax Consultants, Service Team" as a recipient.

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, 2025, please indicated the dates you will be away: _____

Taxpayer's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____