

Annual Worksheet Tax Year 2023 - Page 1 of 3

Please complete all information that applies to you. One worksheet per return. If you file schedule "A" (Itemized Deductions, the "Long Form") complete page 3 also. Send your documents by fax, e-mail, or 24/7 drop off. I don't ask you for info I have - if it's blank and it applies to you, fill it out. And the correct answer is NEVER "same as last year".

1) Your Name: _____ Spouse's last name if different _____

Best Contact Number: _____ Latest time I can call : _____

2) Current County of Residence - _____ State (if not CA) - _____

3) **Change** of address? If so, list updated information here below.

4) Live in multiple states? List state and months resident (example - Apr-Jul) in each

_____ from ____-____ / _____ from ____-____ / _____ from ____-____

5) **Change** of dependents? If adding, provide name, SSN, birthdate and relationship

6) Health Savings Account (HSA)? Contributions \$ _____ Distributions \$ _____

7) Preschool or Child Care Providers? Provide (1) NAME, (2) ADDRESS, (3) PHONE,

(4) AMOUNT PAID, and (5) EIN or SSN, NOT the license #) | _____ |

| _____ |

| _____ |

| _____ |

(If your employer paid care benefits list amount from W-2 Box 10 here - \$ _____

8) Attend College? (you OR your dependents) - Specify cost of books only \$ _____

and send form 1098-T. No form, no credit - best to download it from the school web site....

9) Enrolled in government subsidized health insurance plan? Provide your form 1095-A

10) Are you self-employed? List amount spent on health insurance here \$ _____

11) Educator? - Thank you! - and amount spent on your classroom supplies \$ _____

12) Alimony (NOT child support) - amount received \$ _____ or paid \$ _____

13) ***Energy Efficiency*** Home Improvements? Solar \$ _____ Other \$ _____

14) Purchase an APPROVED EV vehicle? - Make, Model, Year _____

(and e-mail this information along with the VIN to stacyspink@sbcglobal.net)

15) Sell real property of any kind? Provide HUD-1 closing statement (2-3 pages max)

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16) Make estimated payments using 1040-ES / 540-ES payment coupons? - List here:

Fed 1040-ES (1) \$_____ (2) \$_____ (3) \$_____ (4) \$_____
State 540-ES (1) \$_____ (2) \$_____ (3) \$_____ (4) \$_____

This is
Not W2
Info!

17) Filing Method - () Electronic or () U.S. Mail

18) Refund Method - () Check or () Direct Deposit

Routing # (9 digits) _____ Account # _____

(NOTE - bank information is erased after transmission and does **NOT** carry forward year to year)

Account Type - () Checking () Savings () Foreign - Offshore

Identity Protection PIN (if you applied for one) - Taxpayer _____ Spouse _____

☐ Check here if you want my fees taken from your refund. Be informed that SBTPG (the company that provides this service) will charge you \$25. You **MUST** use e-file / direct deposit, **MUST** have a refund, must **NOT** owe money to an agency that can garnish your refund, **AND** must provide ID info is using this service.

ID Info - Taxpayer
(CA ID or License)
NOT your SSN!

ID Number: _____
Issue Date: _____
Expiration: _____

Spouse

ID Number: _____
Issue Date: _____
Expiration: _____

*** I do NOT need ID info unless you are requesting my fees to be paid from your refund**

19) Do you want to:

- () schedule an appointment in our office when your taxes are ready
- () schedule a telephone interview and have your tax returns mailed to you (\$5 extra)

P.S. I will call when it is less busy - sorry, I cannot schedule those times...

20) You did it! Send us the front and back of this form - e-mail, fax, mail, or drop off - along with your tax documents, and we'll get started on your tax return within 24 hours.

Drop-Off Or Mail (no need to call ahead) - 4266 Gem Avenue, Castro Valley, CA 94546

Fax: 510-583-0555 E-Mail: stacyspink@sbcglobal.net. **If sending by e-mail, use a**

scanner app and send a PDF file - JPG's are too messy and hard to read. If you itemize deductions (use Schedule "A", AKA the "Long Form") be sure to complete and send us Annual Client Worksheet Page 3 as well. Keep going!

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(complete this page only if you do the long form - Schedule "A" - and itemize deductions)

21) Purchase any vehicles? Sales tax(es) paid on purchase: _____

22) DMV renewal fees paid for each vehicle, list amounts individually, just the amounts:

(1) \$ _____ (2) \$ _____ (3) \$ _____ (4) \$ _____ (5) \$ _____

(6) \$ _____ (7) \$ _____ (8) \$ _____ (9) \$ _____ (10) _____

23) If your medical expenses exceed 7.5% of your income, list the following expenses:

Prescription Drugs \$ _____ Vision / Hearing Aids \$ _____

Hospital Bills \$ _____ Medical Supplies \$ _____

Doctors / Dentist \$ _____ Health Insurance \$ _____

LTC / In-Home Care \$ _____ Travel Miles _____ or \$ _____

(pre-tax deductions from paychecks are NOT deductible insurance payments)

24) Charity - by cash or check - list NAME of organization and AMOUNT donated:

| _____ |
| _____ |
| _____ | Travel Miles: _____

25) Charity - property donations - list NAME of organization, DESCRIPTION of items donated, and GARAGE SALE VALUE of items donated. If total value of all items exceeds \$500, you must furnish appraisals, pictures, purchase receipts, or proof of value.

| _____ |
| _____ |
| _____ |

(low \$ cash donations / high \$ property donation are a red flag - be realistic in this area)

26) Property Taxes Non-Rental Property - If paid from escrow, list amount from form 1098 here \$ _____. Otherwise, list payments you made during the calendar year

This is NOT 1098 Mortgage Interest Box 1 - This is PROPERTY TAXES ONLY! Not Mortgage Interest!
And unless you pay both installments at the same time amounts change mid-year and are NEVER the same!

(1) \$ _____ (2) \$ _____ (3) \$ _____ (4) \$ _____

Taxes paid on vacant land or vacation property \$ _____ \$ _____ \$ _____ |

27) If your home loan balance is over \$750K list total balance \$ _____ |