DAVIS, NAGY & COMPANY LLC

Dear Client,

Happy New Year and welcome to 2023!

Once again tax season is upon us, and we look forward to providing you with a complete and thorough return for the current tax year. In order to file your return by April 18, 2023, **please provide all of your tax information to our office by March 22, 2023**; otherwise, we will file an extension for your 2022 income tax return. In addition, please complete the enclosed questionnaire and include it with your year-end tax return information, as this will assist us in completing your return timely and accurately. This questionnaire will also be available in the Resources tab of our website at **www.davisnagycpa.com**. Enclosed you will also find a checklist to follow while gathering your tax information.

For those wishing to complete an Organizer, this form can be downloaded from our website in the Resources tab. The organizer is available as both an Excel file and as a PDF. Once you have completed the Organizer, submit a copy of it along with all the forms that are applicable to your return and any other pertinent information you deem necessary. It may also be helpful for you to look at your previous year's return to help determine what you may need. If you would like us to e-mail a copy of your prior year's completed organizer, please send an e-mail request to beth@davisnagycpa.com. Additionally, for those clients wishing to send us electronic copies of documents, please send a request to beth@davisnagycpa.com for a link to our secure client portal to send this information securely to us. For clients who had a secure portal last year, you can access your portal at davisnagycpa.clientportal.com. We strongly suggest using the secure client portal instead of sending your personal information through an email.

In order to expedite the filing process, all of our clients' returns will be submitted electronically when available. All preparation fees will be due at time of pick up after which returns will be electronically submitted. As always, please feel free to call us with any questions.

Thank you and we look forward to our continued relationship,

Kathy	*Sharon*	*Michelle*
Kathleen E. Davis, CPA	Sharon L. Nagy, CPA	Michelle A. Salvaggio, CPA

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CHECKLIST FOR GATHERING TAX RELATED INFORMATION

INCOME ITEMS

	FORM #	
☐	W-2	Salaries paid to you by your employer
☐	1099-B	Sales of stocks & bonds, brokerage statement
☐	1099-DIV	Dividends Earned
☐	1099-G	Unemployment Compensation and/or State or local refund
☐	1099-INT	Interest income earned
☐	1099-NEC	Self-employed earnings
☐	1099-MISC	Rental or other income
☐	1099-R	Distributions from IRAs, pensions, annuities
☐	K-1	Earnings from S-Corps, Partnerships, Estates & Trusts

EXPENSE/DEDUCTION ITEMS

☐	1098	Mortgage Interest paid, Points paid
☐		Real Estate taxes paid and dates they were paid.
☐		Contributions/Donations made to charity, cash and/or clothing, etc. -**If more than $250 to a particular charity, you must retain a statement from the charity**
☐		Un-reimbursed medical expenses (doctor, dentist visits, medications, etc.)
☐	1098-T	Tuition and fees for higher education
☐	1099-Q	Payments from a Qualified Education Program
☐	5498-SA	Contributions to a Health Savings Account
☐	1099-SA	Distributions from a Health Savings Account

OTHER ITEMS

☐	1095-A	Health Care Coverage – Health Insurance Statements
☐		Do you have a new dependent this year? If so please provide full name, date of birth and social security number.
☐		If you want your refund electronically deposited to your bank account please send us a voided check.
☐		If you have an IRS identity PIN, please provide it to us.
☐		If you have renewed your driver’s license, please provide us with a copy or provide the information to us.

Questionnaire

Name: SSN:

Questionnaire

Personal Information

Yes No

[ ] [ ] Did your marital status change during the year?
If "Yes," explain ____

[ ] [ ] If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2022?

[ ] [ ] Can you or your spouse be claimed as a dependent by someone else?

[ ] [ ] Did your address change during the year?

[ ] [ ] Were you, your spouse, or any dependents a victim of identity theft?
If "Yes," explain ____

[ ] [ ] Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?
If "Yes," provide Notice CP01A from the IRS.

Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes No

[ ] [ ] Did you have any changes in dependents during the year?
If "Yes," explain ____

[ ] [ ] Can another person qualify to claim any of your dependents?

[ ] [ ] Did you have any childcare expenses during the year?

[ ] [ ] Did you have any adoption expenses during the year?

[ ] [ ] Did you have any children under age 19 or a full-time student under age 24 with more than $2,300 of unearned income?

Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes No

[ ] [ ] Did any member of your household have healthcare coverage through the Marketplace (Obamacare)?
If "Yes," provide copies of Form 1095-A.

[ ] [ ] Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information

Yes No

[ ] [ ] Did you receive any tips not reported to your employer?

[ ] [ ] Did you receive any disability income during the year?

[ ] [ ] Did you cash in any U.S. savings bonds during the year?

[ ] [ ] Did you start a new business or purchase any rental property during the year?

[ ] [ ] Did you sell an existing business, rental property, or other property during the year?

[ ] [ ] Did you purchase any business assets or convert any assets to business use?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

[ ] [ ] Did you purchase any gasoline, diesel, or special fuels for off-road business use?

[ ] [ ] Did you buy or sell any stocks, bonds, or other investments during the year?

[ ] [ ] Did you sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and sale of the home.

[ ] [ ] Did you have a principal residence or a piece of real property foreclosed on during the year?

[ ] [ ] Did you abandon a principal residence or a piece of real property during the year?

[ ] [ ] Did you refinance your principal home or second home or take out a home equity loan during the year?
If "Yes," provide all escrow, closing, and other pertinent documentation and information.

[ ] [ ] Did you receive any principal or interest during this year from property sold in prior years?

[ ] [ ] Did you rent out your home or use it for business?

[ ] [ ] Did you sell, exchange, or purchase any real estate during the year?

Questionnaire

Name: SSN:

Questionnaire

[ ] [ ] Did you acquire a new or additional interest in a partnership or S corporation?
[ ] [ ] Did you have any debts canceled or forgiven this year?
[ ] [ ] Does anyone owe you money that has become uncollectible?
[ ] [ ] Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
[ ] [ ] Did you receive any other income you have not provided information for with this organizer?
If "Yes," explain ____________________

Itemized Deduction Information

Yes No

[ ] [ ] Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
[ ] [ ] Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
[ ] [ ] Did you receive any state or local income tax refunds from prior years?
[ ] [ ] Did you make any major purchases (vehicle, boat, etc.) during the year?
[ ] [ ] Did you pay any real estate property taxes or personal taxes during the year?
[ ] [ ] Did you pay mortgage interest during the year?
[ ] [ ] Did you make cash donations to charity during the year?
[ ] [ ] Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
[ ] [ ] Did you donate a boat or vehicle during the year?
If "Yes," attach Form 1098-C.
[ ] [ ] Did you have gambling winnings or losses during the year?

Retirement Information

Yes No

[ ] [ ] Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
[ ] [ ] Did you make any withdrawals or receive distributions from a pension or profit sharing plan, IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
[ ] [ ] Did you execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
[ ] [ ] Did you receive any Social Security benefits during the year?

Education Information

Yes No

[ ] [ ] Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
[ ] [ ] Did anyone in your household attend a post-secondary school during the year?
[ ] [ ] Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
[ ] [ ] Did you pay student loan interest for yourself, your spouse, or your dependents during the year?
If "Yes," provide the amount of interest that was refunded.
[ ] [ ] Did you receive forgiveness on a qualifying federal student loan?

Refund, Withholding, and Estimated Tax Information

Yes No

[ ] [ ] If you have an overpayment of 2022 taxes, do you want the refund applied to your 2023 estimated taxes?
[ ] [ ] Did you make any estimated payments toward your 2022 taxes? If so, please provide dates and amounts paid.
[ ] [ ] Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
[ ] [ ] Do you anticipate your income or withholdings to be different for 2023?

Questionnaire

Name: SSN:

Questionnaire

Foreign Tax Information

Yes No

[ ] [ ] Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
[ ] [ ] Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
[ ] [ ] Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?
[ ] [ ] Did you have any income from, or pay taxes to, a foreign country?
[ ] [ ] Did you receive a Schedule K-3 from a partnership or S corporation?
[ ] [ ] Did you own property in a foreign country?

Miscellaneous Information

Yes No

[ ] [ ] Did you receive, sell, exchange, gift, or otherwise dispose of any digital asset or financial interest in any digital asset?
[ ] [ ] Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
[ ] [ ] Did you make gifts to any one person in excess of $16,000 during the year?

Yes No

[ ] [ ] If "Yes," are you splitting the gift with your spouse?

[ ] [ ] Did you incur moving expenses with the military during the year?
[ ] [ ] Did you make any energy-efficient improvements to your main home during the year?
[ ] [ ] Are you a business owner who paid health insurance premiums for your employees during the year?
[ ] [ ] Do you own interest or shares in or did you dispose of a Qualified Opportunity Fund during the year?
[ ] [ ] Did you make any purchases subject to Use Tax during the year?
If "Yes," provide details.
[ ] [ ] Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain and provide a copy.____
[ ] [ ] May the IRS discuss your tax return with your preparer?
[ ] [ ] Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Direct Deposit or Payment

[ ] If you would like direct deposit of any refund amount, please provide your bank routing and account number, include a canceled check, or let us know to use the same account as in 2020. If you would like to use the same account as last year, please just provide the last 4 digits of the account number.

[ ] If you would like to make any payment due automatically from your bank account, please provide your bank routing and account number, include a canceled check, or just let us know to use the same account as in 2020. If you would like to use the same account as last year, please just provide the last 4 digits of the account number.

Client Portal

[ ] If you have not used our client portal, but would like for us to set up an account for you, please provide the email address you would like to use for the account.
[ ] If you would like to use our secure client portal to receive copies of your returns or to upload documents to us, please check the box.

Ohio

[ ] If you contributed to Ohio's College Advantage 529 Plan, please list each beneficiary's name and the amount paid In the blank space below or on a separate sheet.

[ ] If you worked from home in 2022, please provide the dates you worked from home in the blank space below or on a separate sheet.