NEW CLIENT PRE-CHECKLIST

- **How did you hear about Many Happy Returns?**

  ☐ I was referred by: ____________________

  ☐ I did a web search for a local accounting office.

- **Here is what you will need to include when sending your tax documents:**

  ☐ A copy of the last tax return filed.

  ☐ A copy of all social security cards (taxpayers and dependents).

  ☐ A copy of a valid driver's license for taxpayer and spouse (if applicable).

CHECKLIST for TAX YEAR 2023

(please print CLEARLY)

TAXPAYER NAME______________________________ SPOUSE NAME______________________________

ADDRESS______________________________APT________ CITY______________________________STATE________ZIP__________

SOCIAL SECURITY NUMBER______________________________ SOCIAL SECURITY NUMBER______________________________

OCCUPATION______________________________ OCCUPATION______________________________

DATE OF BIRTH______________________________ DATE OF BIRTH______________________________

EMAIL______________________________ EMAIL______________________________

BEST CONTACT PHONE______________________ Cell BEST CONTACT PHONE______________________ Cell

NJ TENANTS--MONTHLY RENT $__________ NO RENT PAID ☐ ***VETERAN ?*** ☐ ***HEALTH INSURANCE 2023? YES*** ☐ ***NO*** ☐

Children and Other Dependents **CLAIMED ON THIS RETURN** **EXACTLY AS SHOWN ON SOCIAL SECURITY CARD**

First Name	Last Name	Soc.Security#	Relationship	Date of Birth	College/School Year/Grade	Lived with you?

Child Care Information Name(s) of Child(ren) under 13 years old______________________________

NAME of PROVIDER______________________________

ADDRESS______________________________

Tax ID# or SS# (REQUIRED)______________________________Amount Paid ______________

College Tuition Information **TAXPAYER, SPOUSE and/or DEPENDENTS** CIRCLE ONE as of SEPT 2023

Student____________________School____________________Tuition Paid $______________ Freshman

Student____________________School____________________Tuition Paid $______________ Freshman

MANDATORY: Please include Tuition Statement (FORM 1098-T) with your tax paperwork

Bank Information **(OPTIONAL)** **► DIRECT DEPOSIT for REFUNDS**

► DIRECT DEBIT for Balance Due (automatic withdrawal on due date) ***Initial to authorize:*** __________

☐ Checking ☐ Savings

Bank Routing#____-____-____-____-____-____-____-____-____ Acct#______________________________

♦ **PERSONAL PROTECTION COVERAGE -** (avoid hourly rates for responses to IRS/state/local correspondence)

→ **We will respond on your behalf to all tax agency correspondence regarding the 2023 tax return for additional charge of $29.00**

☐ **I agree to coverage**.....add $ 29.00 to fee INITIALS__________ ☐ **I decline coverage**.....will pay hourly charges INITIALS__________

(AMENDED RETURNS or AUDIT REPRESENTATION not included)

IF THIS QUESTION IS LEFT BLANK, IT WILL BE MARKED AS DECLINED

PICK ONE METHOD OF DELIVERY FOR COMPLETED RETURN: ☐ **Will Pick-up** ☐ **Mail Copy**

SPECIAL INSTRUCTIONS______________________________

PAY YOUR TAX PREPARATION FEE **(fee cannot be deducted from refund)**

We accept CASH, CHECKS or CREDIT CARDS. Please complete the following or call us with credit card info:

(circle one): VISA/MASTERCARD /AMEX/ DISCOVER ► CARD NUMBER:______________________________

NAME ON CARD______________________________EXP DATE______________SEC CODE__________

BILLING ADDRESS______________________________

Income Information: PLEASE PROVIDE ORIGINALS or COPIES OF RELEVANT DOCUMENTS

- ☐ W2s and 1099s
- ☐ Interest & Dividends
- ☐ Pension Income
- ☐ Partnership/S-Corp Income (K-1)
- ☐ Self Employment Income
- ☐ Stock/Property Sales
- ☐ IRA Withdrawals
- ☐ Gambling Winnings
- ☐ Social Security and/or Disability
- ☐ Unemployment: **FORM 1099-G REQUIRED**
- ☐ Farm/Trust Income
- ☐ Misc. Income (Debt Cancellation, Unreported Tips)
- ☐ Alimony Received $____________ **DATE OF DIVORCE**________________

Miscellaneous: PLEASE PROVIDE *HUD-1 or CLOSING DISCLOSURE* FOR PURCHASES/SALES/REFI OF PROPERTY

- ☐ Student Loan Interest Paid
- ☐ Health Savings Acct Contributions & Distributions
- ☐ Retirement Contributions, Rollovers, Conversions: ► Traditional IRA, SEP, SIMPLE, KEOGH (Roth contributions are NOT deductible)
- ☐ Energy Credit
- ☐ Adoption Expenses
- ☐ Form 1099-K
- ☐ Health Insurance
- ☐ Filing Status Change from last year?
- ☐ State Use Tax
- ☐ Alimony Paid $________________ **DATE OF DIVORCE**__________________

Foreign Bank Accounts

Over $10,000 in Foreign Account at any time during the year? ☐ **NO** foreign accounts ☐

Capital Gains and Losses (provide 1099s): ►PLEASE PROVIDE COST BASIS TO MATCH ALL GROSS PROCEEDS◄

- Date of Sale, description, GROSS PROCEEDS (including commission)
- Date of Purchase, description, COST BASIS (including commission)
- IMPORTANT: PLEASE REVIEW STATEMENTS TO ENSURE ACCURATE COST BASIS IS PROVIDED FOR TRANSACTIONS

Itemized Deductions:

- ☐ Medical, Dental, Prescriptions (breakdown summary of out-of-pocket expenses AFTER reimbursements, including medical travel)
- ☐ Health Ins/Long Term Care Premiums
- ☐ Real Estate Taxes
- ☐ Points Paid (Refi/Purchase)
- ☐ Gambling Losses (up to wins)
- ☐ Mortgage Interest (inc. all 1098s & private mortgage info)
- ☐ Investment Interest
- ☐ State & Local Taxes
- ☐ Charitable Donations (cash and non-cash)
- ☐ Casualty Losses

Estimated Tax Paid (DO NOT INCLUDE W-2 or 1099 WITHHOLDINGS)

2023 Estimated Payments:	FEDERAL	April $__________	June $__________	Sep $_________	▼ Jan 2024 $__________
2023 Estimated Payments:	STATE (Specify___________)	April $__________	June $__________	Sep $_________	Jan 2024 $__________
2023 Estimated Payments:	LOCAL (Specify___________)	April $__________	June $__________	Sep $_________	Jan 2024 $__________

Investment Rental Property: **TOTAL RENTAL INCOME 2023: $**____________ **Number of Days Rented**_________

- ☐ Mortgage Interest
- ☐ Utilities Paid
- ☐ Auto and Travel Expenses
- ☐ Property Taxes
- ☐ Maintenance Costs
- ☐ Professional & Legal Fees
- ☐ Insurance Premiums
- ☐ Repairs and Supplies
- ☐ Landscaping & Snow Removal

(MULTIPLE INVESTMENT RENTAL PROPERTIES: PLEASE LIST INCOME & EXPENSES SEPARATELY FOR EACH ADDRESS)

Self-Employment Expenses: **Are expenses recorded properly?** ☐ **Logbook for vehicles?** ☐

- ☐ Auto/Truck Expenses (**including yr/make/model/weight – leased or owned – mileage -- actual expenses – purchase date/price**)
- ☐ Tolls and Parking
- ☐ Fees/Licenses/Permits
- ☐ Telephone & Utilities
- ☐ Computer Hardware
- ☐ Cost of Goods Sold
- ☐ Office Expenses & Supplies
- ☐ Dues & Prof. Publications
- ☐ Software and Internet Expenses
- ☐ Advertising & Insurance (inc. health)
- ☐ Payroll / Subcontractors (provide W2s/1099s)
- ☐ Postage/Freight/Delivery/Printing
- ☐ Miscellaneous

COMMENTS: (attach additional sheets as needed)

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I authorize MANY HAPPY RETURNS to prepare my 2023 tax return and create my PIN number to be used as my signature for electronic filing. The information I/we have provided is COMPLETE.

Signature Taxpayer______________________________ Signature Spouse______________________________ Date____________