

LifePlan Income Tax Checklist: Getting Organized For Your Intake

YES NO

- Is all of your Personal Information, Filing Status, etc. on top of 2022 tax return the same this year?
If no, what changed: _____

Income

- 1a Do you have W-2 income? If so submit all W-2s.
 1b Do you have any income in these categories? If so provide appropriate documentation.
 2a Do you have tax exempt or taxable interest? If so submit all 1099-INT
 3a Do you have any dividends? If so submit all 1099-DIV
 4a Do you have any IRA distributions? If so Submit all 1099-R
 Did you make non-payroll IRA contributions? If so, how much each? _____
 Did you do Roth Conversion? If so, how much and what dates? _____
 If older than 70.5 did you make IRA charitable gifts (QCD)? If so how much: _____
- 5a Do you have pension or annuity (non-IRA) income? If so submit 1099-R
 6a Do you receive Social Security Income? If so submit SSA-1099 check 6c box if applicable
 7 Do you have Capital gains to report? If so submit 1099-B or investment report
 Was your "basis" reported for all transactions? If not submit documentation to declare it.
 8 Do you have additional income for Schedule 1? (K1 etc.) If so submit appropriate income/expenses.
If you have business income (Rental etc.) submit all documentation for completion of Sch E
If you have sole proprietor business income submit documentation for completion of Sch C
- 12 Are you claiming the Standard Deduction?
 OR, are you Itemizing deductions? If so complete schedule A and submit.

Tax and Credits

- 17-23 Do you have other credits to report? Most of this is calculated by software. If so what? _____

Payments

- 26 Did you have a 2022 Federal refund applied to 2023 taxes? (line 36 of Federal Return) Amount? _____
 Did you have a 2022 State refund applied to 2023 taxes? (line 29 NC Return) Amount? _____
 Did you make quarterly Federal or State tax payments?
If so provide:
- | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|----------|-------------|-------------|-------------|-------------|
| DATE: | _____ | _____ | _____ | _____ |
| Federal: | _____ | _____ | _____ | _____ |
| State: | _____ | _____ | _____ | _____ |

- 27-29 Do you have any of these credits to report? _____

Refund

- 35a Do you want refund applied to next year? If so how much? \$_____ or % _____
 b-c Is last year's bank information all correct? If not provide changes:
Route # _____ Acct # _____ Check ___ or Saving _____

OTHER

- Did you receive Healthcare Marketplace subsidy? If yes submit 1095-A
 Did you sell, purchase or refinance your primary residence? If yes, provide closing statement etc.
 Did you make gifts of over \$17,000 to any one individual? Details: _____
 Did you contribute to a Health Savings Account other than through employer? If yes \$ _____
 Any of these apply? Alimony, self-employed health insurance, energy rebates/repairs/upgrades? Details: _____
- _____
- Have you been notified by the IRS or State of changes to previously submitted tax return? Details: _____
- _____
- Any unique things to bring to tax preparers attention? _____
- _____