tax organizer 2023

foundation tax

Foundation Tax LLC
9 West Parish Rd., Westport CT 06880
203.981.3112 | www.foundtax.com

INTERACTIVE TABLE OF CONTENTS (click on the part you want to go to)

INSTRUCTIONS

My goal is to make tax prep as painless and efficient as possible. Filling out this organizer can save you time and stress. It helps me identify any events during 2023 that could result in taxable income, or tax deductions and credits. A better understanding your unique tax situation, assists me in legally minimizing the taxes you pay. Please help by ***completing*** *this streamlined organizer. Thanks!*

- ☐ **Clients without Self-Employment Income**, please complete only Parts 1-10. Leave Parts 11-18 blank.
- ☐ **Clients with Self-Employment Income**, please complete ALL Parts.

UPLOAD YOUR COMPLETED ORGANIZER TO ONLINE PORTAL

- ☐ **PLEASE SUBMIT THIS ORGANIZER & TAX DOCUMENTS NO LATER THAN MONDAY, MAR 18, 2024**
- ☐ When completed, save this organizer with your name (i.e. *"Leydon2023Organizer.pdf"*)
- ☐ Upload this organizer and your tax documents to the ShareFile secure client portal at www.foundtax.com/portal/
- ☐ Click on **"ShareFile Login"** enter your email and password. If expired, please reset your password.
- ☐ **UPLOAD** documents: click on the circular blue button on top right and "upload" button will appear.
- ☐ **DOWNLOAD** documents, click check box to left of file name, "download" button will appear.
- ☐ NEW **SEND ME AN EMAIL WHEN UPLOADS ARE COMPLETE.** This lets me know I may start on your returns.

YOUR COMMENTS & QUESTIONS

2023 personal tax organizer

My Full Name ______________________ Today's Date ____________

This organizer is for: ☐ Me only ☐ Me and my spouse ☐ Me only, my spouse filled out a separate organizer

RETURNING CLIENTS: *Look for the ◆ symbol, it allows you to skip re-entering info already on file.*

Part 1: PERSONAL DATA

◆ **RETURNING CLIENTS:** Changes from last year? ☐ Y ☐ N
If no, go to Part 2. If yes, provide any changes below.

Taxpayer Last Name	
Taxpayer First Name	
Taxpayer Address	
Taxpayer City/State/Zip	
Taxpayer SSN	
Taxpayer Date of Birth	
Taxpayer email	
Taxpayer phone	
Taxpayer occupation	
NEW CLIENTS: Please provide a copy of your current driver's license (front and back)	

◆ **RETURNING CLIENTS:** Changes from last year? ☐ Y ☐ N
If no, go to Part 2. If yes, provide any changes below.

Spouse Last Name	
Spouse First Name	
Spouse Address	
Spouse City/State/Zip	
Spouse SSN	
Spouse Date of Birth	
Spouse email	
Spouse phone	
Spouse occupation	
NEW CLIENTS: Please provide a copy of your current driver's license (front and back)	

Part 2: TAX REFUNDS & PAYMENT METHODS

If you are due a **REFUND**, how would you prefer to receive it?
☐ Direct Deposit ☐ Paper Check ☐ Apply as needed to next year's estimates

If you **OWE TAXES**, how would you prefer to pay?
☐ Direct Debit ☐ IRS or state online payment ☐ Paper Check ☐ Credit Card (fees vary)

If you **OWE QUARTERLY ESTIMATES**, how would you prefer to pay?
☐ Direct Debit ☐ IRS or state online payment ☐ Paper Check ☐ Credit Card (fees vary)

For your **TAX PREPARATION INVOICE**, how would you prefer to pay?
☐ Stripe (pay from checking: $0 fee) ☐ *Stripe (pay w/ credit card/digital wallet: 2.9% +$0.30 fee applies)

NAVIGATION TIP: *Clicking this icon to return to the table of contents*

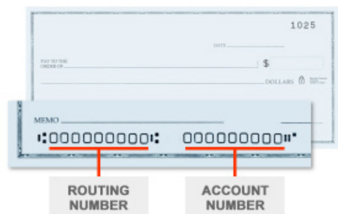
Part 3: DIRECT DEPOSIT / DIRECT DEBIT BANK INFO

I recommend direct deposit to your bank for refunds & direct debit for taxes owed and quarterly estimates (if available in your state). It's safe, quick, and convenient! For debits, enter amounts in your calendar to ensure funds are there on the appropriate date. The more things you can automate, the less taxing your financial life will be!

◆ **RETURNING CLIENTS:** ☐ Use my bank info from last year ☐ Use my new bank info below

Name of My Bank ______________________________________ ☐ Checking ☐ Savings

My Routing Number (must be 9 DIGITS) _________________ My Account Number ___________________



(No need to attached voided check. Picture for illustration purposes only)

Part 4: TAX PAYMENTS MADE IN 2023 (and 2024 if on an extension)

Please list tax payments you made in the 2023 calendar year *and the date paid (important.)*
Do not list tax payments that were automatically withheld from your W-2, 1099-R, SSA-1099 or other tax form.

Due Date	Date Paid	Federal	State 1 **CT**	State 2 ___	State 3 ___
2022 taxes due & paid w/2022 return *(DO NOT include penalties or interest)*					
2023 Q1 estimate due 4/18/22					
2023 Q2 estimate due 6/15/22					
2023 Q3 estimate due 9/15/22					
2023 Q4 estimate due 1/17/23					
Other (explain)_______________					

NEW ***Clients on EXTENSION, please list amounts paid with extensions and ALL 2024 estimates already paid.***

Due Date	Date Paid	Federal	State 1 **CT**	State 2 ___	State 3 ___
Amounts paid with 2023 extensions					
2024 Q1 estimate due 4/15/24					
2024 Q2 estimate due 6/17/24					

Part 5: QUESTIONNAIRE

Please answer each question as it relates to the 2023 calendar year. *If you (or your spouse) answer "yes" to any question, provide details in the Comments Box on page 1 of this organizer.*

	Y	N	
PERSONAL	☐	☐	Did your marital status or dependents change during the year? Date of change _______________
	☐	☐	Did you provide **over** 50% of support for anyone during the year, excluding your children?
	☐	☐	Were you involved in a bankruptcy, foreclosure, or had any loan or debt (including credit cards) forgiven?
	☐	☐	Did you have foreign bank, brokerage or trust account(s)? Complete Part 8
EDUCATION & FAMILY	☐	☐	Did you have children (under 19 or full-time student under 24) with investment income over $1,250?
	☐	☐	Did you pay for child care while you worked or went to school? Complete Part 7.
	☐	☐	Did you contribute to a 529 Plan or other education savings plan? Amount contributed ___________
	☐	☐	Did you pay for courses to improve or acquire or your job skills? (if you are self-employed, choose "no")
	☐	☐	Did you receive Student Loan Forgiveness in 2023? Amount ___________ Date of Forgiveness __________
	☐	☐	Did you pay tuition for undergraduate or graduate studies for yourself, your spouse or a dependent?
INCOME	☐	☐	Did you have any income from non-US sources (other than investments)?
	☐	☐	"At any time during 2023, did you RECEIVE as a reward, award, or payment for property/services; or SELL, EXCHANGE, GIFT, or DISPOSE of a **digital asset*** (or a financial interest in a digital asset)?"
	☐	☐	Did you receive any income from hobbies, gambling, jury duty, scholarships, grants, lotteries, prizes, awards, lawsuits, inheritances, US Savings Bond sales, executor fees, alimony or any other source? Complete Part 6B
HOME	☐	☐	Did you buy, sell, or refinance a main or second home or rental property? Provide closing statement(s)
	☐	☐	Did you buy a new or used EV, and/or install an EV charging station? Provide credit certificate from the dealer.
	☐	☐	Did you make energy-efficient upgrades to your home (i.e., insulation, windows, furnaces, etc.)? Provide details.
DEDUCTIONS	☐	☐	Outside of your employer's retirement plan, did you already contribute to an IRA, Roth, SEP, Solo K or other qualified retirement plan? Amount contributed for Taxpayer ___________ Amount for Spouse ___________
	☐	☐	If eligible, would you like to contribute to a retirement plan for 2023? Taxpayer _________ Spouse ________
MISC.	☐	☐	Did you make gifts of money or property of more than $17,000 (or $34,000 for couples) to any person last year?
	☐	☐	Did you make any Qualified Charitable Distribution (QCD) from your IRA? Provide IRA statement showing QCD.
	☐	☐	Did you make a contribution to and/or take a distribution from your Health Savings Account (HSA)?
	☐	☐	Did you pay one person more than $2,600/year for domestic services in your home (e.g., housekeeper, nanny)?
	☐	☐	Do you expect your income and deductions in 2024 to be about the same as 2023? If not please explain.
	☐	☐	Did you receive ANY tax correspondence from the IRS or state? If yes, please provide documents.
	☐	☐	Did you make any out-of-state purchases (by internet, phone, mail, or in person) where you didn't pay sales tax to your resident state/locality? Total purchases ___________

** The IRS defines a **digital asset** as an item created and stored digitally, has value, has established ownership, and is discoverable. Common digital assets include cryptocurrencies, convertible virtual currencies, stablecoins, and non-fungible tokens (NTFs)*

Part 6A: INCOME CHECKLIST

***Please indicate which tax forms you're providing and how many of each**. No need to provide income amounts. For forms that come late, like K-1's, simply indicate how many you are likely receive, even if you don't have them yet.*

Tax Forms You Received	*Description*	*Please check if provided (or will provide)*	*How many forms?*
W-2	**Wages & Salary Income**	☐	
1099-NEC	**Self-Employment Income**	Complete Parts 11-18	
Other 1099's	• **Interest Income** • **Dividend** • **Investment Sales** *(no need to provide SSG 1099's)* • **Social Security** • **IRA and Pension Withdrawals & Rollovers** • **Unemployment** • **Hobby Gambling or Other Income** • **Tax Refunds**	☐	
1098	**Mortgage Interest and Tuition**	☐	
1095-A,B, or C	**ACA/Obamacare Forms**	☐	
K-1	**S-Corp, Partnership or Trust Income**	☐	
Closing Statement	**Sale or Purchase of Home / Rental Property**	☐	
Other	**Explain**______________________________	☐	

Part 6B: OTHER INCOME (EXCLUDING SELF EMPLOYMENT)

☐ Y ☐ N	**Did you (or your spouse) have any "other income" last year**? If "no" please skip this and go to Part 7

***If you received ANY OTHER INCOME not reported on a tax form, complete this part.** Please note that not all income categories below are taxable. It depends on current tax law and your personal circumstances.*

Go to Part 11	**Self-Employment Income**		**Interest not reported on Form 1099-INT**
	Hobby Income		**Executor Fees**
	Gambling Winnings		**Inheritances**
	Jury Duty Pay (not given to your employer)		**Sales of US Savings Bonds**
	Scholarships or Grants		**Sales of Gold, Coins, Artwork, etc.**
	Lottery Winnings, Prizes or Awards		**"Gig Economy" income (from Uber, Lyft, Upwork, DoorDash, Etsy, etc.)**
*Form 1099-G	**Unemployment**		
	Alimony Received	Go to Part 9B	**Airbnb/HomeAway/VRBO, etc.**
	Lawsuit or Settlement Proceeds		**Other** ______________________

** Please get and upload Form 1099-G from your state tax dept. Try googling your state + 1099-G (e.g. google "CT 1099-G")*

Part 7A: CHILD CARE COSTS EXPENSES

☐ Y ☐ N	**Did you have child care costs?** If "no" please skip this and go to Part 8

For dependent children under 13. Include daycare, before and after school care, preschool, pre-K programs, day camp costs.
<u>Note</u>: ALL INFO REQUESTED IS REQUIRED

Provider Name ______________________________
Provider Address ____________________________
Provider ID (SSN or EIN) ______________________
Amount Paid __________ Child's 1st Name ________

Provider Name ______________________________
Provider Address ____________________________
Provider ID (SSN or EIN) ______________________
Amount Paid __________ Child's 1st Name ________

Provider Name ______________________________
Provider Address ____________________________
Provider ID (SSN or EIN) ______________________
Amount Paid __________ Child's 1st Name ________

Part 8: FOREIGN ACCOUNTS & TRUSTS (FBAR)

☐ Y ☐ N	**Did you (or your spouse) have a foreign account last year?** If "no" please skip this and go to Part 9

If you have a financial interest in or signature authority over a foreign account (such as a bank, brokerage account, or trust) located in a foreign country, <u>you are required to disclose it.</u> This is an area of IRS scrutiny. The failure to disclose penalty is up to 50% of the account's value. ***If you answer 'yes" to the question above, please complete this part.***

☐ Y ☐ N	Did the combined value of all foreign accounts exceed $10,000 USD at any point in 2023?
☐ Y ☐ N	Did the combined value of all foreign accounts exceed $50,000 USD at any point in 2023?

What was maximum value of this account at any point in 2023? (provide value in local currency) ____________

◆ **RETURNING CLIENTS:** ☐ Use my foreign account info from last year ☐ Use my new account info below

What type of account is it? ☐ Bank ☐ Brokerage ☐ Other, explain ______________________________
Name of Financial Institution ______________________________ Account Number ______________________
Address ____
City, State & Zip code ____
Foreign Postal Code ____________________________________ Foreign Country ____________________

<u>Note:</u> If you have multiple foreign accounts to disclose, or additional owners, please use additional copies of this page.

Part 9A: RENTAL INCOME AND DEDUCTIONS

☐ Y ☐ N	**Did you (or your spouse) have any rental income last year?** If "no" please skip this and go to Part 10

*Provide details on income and expenses for rental properties. Please fill out a **separate sheet** for each rental property.*

◆ **RETURNING CLIENTS:** Is your rental address same as last year? ☐ Y ☐ N If no, fill in new address below.

Property Description	Property Address (Street, City, State, Zip Code)
Select Property Type: ☐ Single Family ☐ Multi-Family ☐ Vacation Home ☐ Commercial	
Ownership percentage: ☐ 100% or ☐ _____%	Owner-occupied rentals: what % of your home do you rent? _____%
Number of days rented at fair market value #______	Number of days of personal use #______

INCOME		
Rental Income Received: ___________	Deposits Received: ___________	Other Income: ___________

EXPENSES			
Advertising		Utilities	
Auto (# miles driven for rental business)		Condo/Homeowner Assoc. Dues	
Cleaning & Maintenance		Electricity	
Commissions Paid (paid to rental agencies)		Gas/Oil/Fuel	
Insurance (PMI, liability and/or umbrella)		Security System	
Legal & Accounting Fees		Trash / Hauling	
Management Fees		Water/Sewer	
Mortgage Interest (provide Form 1098)		Yardwork/Snow Removal	
Other Interest Paid		Wages (for employees)	
Real Estate Taxes		Other: ___________________	
Repairs		Other: ___________________	
Supplies		Other: ___________________	

CAPITAL IMPROVEMENTS & BUSINESS ASSETS (improvements are permanent upgrades like new carpeting, new roof, new appliances, etc. / business assets are new items like snow blowers, ladders, etc.)

Description of Improvement	**Date Placed into Service**	**Total Cost**

Part 9B: SHORT-TERM RENTAL (AIRBNB, HOMEAWAY, VRBO, ETC.)

Income from a short-term rental may be taxable in certain situations. Please complete all info below.

Income Received from Short Term Rentals: _____________	
How many days was the property rented out last year? ______	Was average stay of guests 7 days or less? ☐ Yes ☐ No
Fees paid to online services: _____________	Sales tax collected and remitted: _____________

Part 10: STANDARD OR ITEMIZED DEDUCTIONS

☐ Y ☐ N	**Will you itemize your deductions?** If "no", you're done! Please return to Page 1.

SHOULD I ITEMIZE MY DEDUCTIONS? *Nearly 90% of taxpayers now choose the standard deduction. Find your 2023 standard deduction amount below. Itemizing deductions will lower your taxes if the total of your* ***medical*** **+** ***charitable*** **+** ***mortgage interest*** **+** ***state & local taxes*** *equal more than your standard deduction.*

STANDARD DEDUCTION (under age 65)		
	2023	2022
Single	**$13,850**	$12,950
Head of Household	**$20,800**	$19,400
Married Filing Jointly (MFJ)	**$27,700**	$25,900

STANDARD DEDUCTION (age 65 and over)		
	2023	2022
Single (65 or older)	**$15,700**	$14,700
MFJ (one 65 or older)	**$29,200**	$27,300
MFJ (both 65 or older)	**$30,700**	$28,700

MEDICAL (includes dental, vision, etc.) Total expenses must exceed 7.5% of AGI to be deductible. To verify your expense is deductible, go to: IRS list of deductible medical expenses	
	Medical out-of-pocket costs
	Prescriptions
	Medical insurance premiums
	Medicare premiums (paid out-of-pocket, not via monthly Social Security deduction)
	Medigap/Supplemental premiums
	Miles driven for medical purposes
MORTGAGE INTEREST PAID If your total mortgage loan(s) is more than $750,000, please check this box ☐	
Do not fill in. Just provide Form 1098(s)	**Mortgage Interest**
	Home Equity interest (loan proceeds must have been used to "buy, build, or substantially improve" the home.)
NEW **CHARITABLE GIVING** • Enter only small donations below • If your cash donations exceed $250 (or property donations exceed $500), skip this section. Instead, download and complete the Charitable Giving Worksheet	
CASH donations (includes credit card & checks)	
	Total Cash Donations under $250
PROPERTY donations (Goodwill, etc.)	
	Total Property Donations under $500
STOCK & SECURITIES donations	
For all donations of stocks or securities, please download and complete the 2023 Charitable Giving Worksheet	

STATE & LOCAL TAXES PAID (Limit = $10,000) Make sure amounts entered were actually paid between Jan 1 – Dec 31)	
	State & local income taxes (exclude estimates & amounts withheld on a W-2 or 1099)
	Real Estate Taxes Paid (residence)
	Real Estate Taxes Paid (2nd home)
	Personal property taxes (car, boat, etc)
	Sales tax paid (on purchase of a home, car, truck, boat, RV or other big purchase)
MISCELLANEOUS STATE DEDUCTIONS OPTIONAL for tax filers in **CA, IA, ME, MA, MN, NY, or NJ.** These are no longer deductible on Federal returns, but still deductible on some state returns. Providing info may reduce your state taxes.	
EMPLOYEE Expenses (Ignore this section if you are self-employed, instead list all business expenses in Part 12)	
	Educator Expenses (Grades K-12 only)
	Union & Professional Dues
	Job Search Costs
	Uniforms
	Unreimbursed employee expenses
	Miles driven for job (unreimbursed)
	Education to improve job skills
	Other ______________________
Miscellaneous Deductions	
	Tax Return Prep Fees
	Investment Advisory Fees
	Safe Deposit Box

☐ Y ☐ N	**Do you have Self-Employment Income/Expenses?** If "no", you're done! Please return to Page 1

self-employed tax organizer 2023

foundation tax

Foundation Tax LLC
9 West Parish Rd., Westport CT 06880
203.981.3112 | www.foundtax.com

Please fill out this organizer as completely as possible. ***Use a separate organizer for each business.***

My Full Name ______________________________ Today's Date ______________________

Business Name (if different from your name)____

◆ **RETURNING CLIENTS:** Is your business address same as last year? ☐ Y ☐ N If no, fill in new address below.

○ **NEW CLIENTS:** List business address ______________________________ Date of first use ________

Type of Business: ☐ Sole Proprietor/Single Member LLC ☐ Partnership ☐ LLC ☐ S-Corporation

Part 11: SELF-EMPLOYED INCOME

YOUR GROSS (or PRE-TAX) INCOME		HOW MANY TAX FORMS DID YOU RECEIVE?	
Income Reported on Form **1099-NEC**		Number of **1099-NEC's** received	
Income Reported on Form **1099-K**		Number of **1099-K's** received	
Income Received without an IRS Form		**Total # Tax Forms Received**	0
Total Gross Business Income	$ 0.00		

Was sales tax included in income above? ☐ Y ☐ N If yes, what was total sales tax? ___________

Were reimbursed expenses included in income above? ☐ Y ☐ N If yes, total was ____________

Did you earn this income physically working in different states? ☐ Y ☐ N If yes, complete Part 12.

Did you start this business in 2023? ☐ Y ☐ N If yes, what was official start date? ______________

YOUR COMMENTS & QUESTIONS

Part 12: MULTI-STATE (& NON-U.S.) SELF-EMPLOYED INCOME

☐ Y ☐ N	**I earned all self-employment income in my home state.** If "yes" please skip this and go to Part 13

*If you **physically performed work in a state where you don't live**, you may be required to file tax returns in multiple states. Paying taxes to a non-resident state is generally credited on your home state return. You probably don't have to file a tax return where your out-of-state customer is located unless you also work there. What matters is where YOU earned the income, not where your customer is based.*

***List income earned out-of-state + in your home state**. The total should = your Gross Business Income in Part 11*

	Customer/Client name	Did you receive a Form 1099-NEC?	(a) ***Gross amount**	(b) **Reimbursed expenses** (if included in gross)	(c) **Sales tax paid** (if included in gross)	**Net amount** (a) minus (b)+(c)	State or country where income was earned
--	*Spacely Sprockets Inc.*	☐ *Yes*	*$ 18,813.75*	*$ 1,000.00*	*$ 1,513.75*	*$ 16,300*	*CA*
1		☐ Yes				$ 0.00	
2		☐ Yes				$ 0.00	
3		☐ Yes				$ 0.00	
4		☐ Yes				$ 0.00	
5		☐ Yes				$ 0.00	
6		☐ Yes				$ 0.00	
7		☐ Yes				$ 0.00	
8		☐ Yes				$ 0.00	
9		☐ Yes				$ 0.00	
10		☐ Yes				$ 0.00	
11		☐ Yes				$ 0.00	
12		☐ Yes				$ 0.00	
13		☐ Yes				$ 0.00	
14		☐ Yes				$ 0.00	
15		☐ Yes				$ 0.00	
16		☐ Yes				$ 0.00	
17		☐ Yes				$ 0.00	
18		☐ Yes				$ 0.00	
19		☐ Yes				$ 0.00	
	TOTAL GROSS BUSINESS INCOME (should EQUAL total in Part 11)		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	

**Gross amount is amount that appears on your Form 1099s or the amount you invoiced your customer.*

Part 13: SELF-EMPLOYED BUSINESS EXPENSES

*A deductible business expense is one that is **ordinary** (commonly accepted in your industry) and **necessary** (helpful and appropriate even if not indispensable) for a particular business. Keep bank and credit card statements, but note these are not enough to verify expenses in case of audit. You must also keep copies of ALL business receipts, bills, invoices etc.*

Advertising (ads, website, etc.) Anything for business promotion	
Bank Fees & Credit Card Fees (list interest paid below)	
Business Gifts ($25/person limit)	
Business Insurance (not auto, health or home insurance)	
Auto Expenses	Go to Part 15
Commissions/Agent Fees Paid	
Computer/Cloud Services (Constant Contact, Dropbox, etc.)	
Cost of Goods Sold (only if you made or sold products. Don't double count expenses shown elsewhere)	
▪ Beginning Inventory	
▪ Total Production Costs	
▪ Ending Inventory	
Contract Labor (each contractor w/$600+ /yr. requires a 1099-NEC)	
Dues & Subscriptions (trade/professional publications only)	
Education, training & research (include conference admission)	
Equipment (Computers, furniture, phones, etc.) *Items having a useful life of more than one year.*	Go to Part 17
Health/Dental Insurance Premiums (policy must be in your name)	
Home Office	Go to Part 16
Interest Paid (business loans or 100% business credit cards)	

Internet Business usage was ______% of this total amount →	
Legal and Professional Fees (other than paid to Foundation Tax)	
Fees Paid to Foundation Tax LLC (fees related to business only)	
Meals	Go to Part 14
Office Expenses	
▪ Office supplies	
▪ Postage & mail services	
Phone (dedicated business landline usage, exclude home landline)	
Phone (mobile usage) Business usage was ______% of this total →	
Rent or Lease	
▪ Equipment rental or lease (exclude car lease info here)	
▪ Office or workspace rental	
Taxes & Licenses (only business-related, don't list income taxes paid!)	
▪ Payroll Taxes (FICA & FUTA)	
▪ Personal Property Taxes (a local tax on business assets)	
▪ Licenses & Regulatory Fees	
Travel	Go to Part 14
Wages (gross wages paid to EMPLOYEES)	

Part 14: SELF-EMPLOYED TRAVEL & MEALS

You may deduct ALL business meals with others. ***You may deduct SOLO business meals only for overnight business travel****. Keep records with meal location, amount (include tip), business purpose and names & biz relationship of attendees. You may no longer deduct expenses to entertain customers/clients (e.g., sports tickets, golf fees, shows.)*

Travel (train, subway, cabs, Uber, airfare, car rental costs, hotels, cash tips, etc.) List parking & tolls for your car in Part 15		**Meals** (Include business meals w/others. Include solo business meals* only for out-of-town travel. You may not deduct solo business meals while "at home."	
** For out-of-town solo meals (not lodging or transportation) you have the option to use either actual meal costs or per diem meal costs (called M&IE), whichever is* ***higher.*** *Select your travel destination and use rates for 2023.*		Click here for GSA info for U.S. per diem meals (M&IE) Click here for State Dept. info for foreign per diem meals	

Part 15: SELF-EMPLOYED AUTO EXPENSES

Two options: ***the standard mileage rate usually gives a bigger deduction.*** *You must keep a mileage log. If your car was costly to operate, actual expenses may be preferable. You must keep detailed records to claim actual expenses.*

◆ **RETURNING CLIENTS:** Did you change the car driven for business from last year? ☐ Y ☐ N If yes, list details below.

○ **NEW CLIENTS:** Car make & year? ____________________ Date you started driving this car for business? _______

2023 STANDARD MILEAGE RATES (*= required)	
***Business Miles** driven	
***TOTAL Miles** driven in 2023 (include biz, commuting & leisure miles)	

Local car tax you paid (if any)	
Parking fees & tolls (biz only)	
ACTUAL EXPENSES (Percentage of biz use = ____%) **Gas, oil, repairs, servicing, tires, etc.** ____________	

Part 16: SELF-EMPLOYED HOME OFFICE EXPENSES

To claim a home office, the area must be used ***exclusively*** *and* ***regularly*** *as* ***your principal place of business****. This may include meeting space for clients or to do administrative work. The area can be either a room(s) or a portion of a room.*

◆ **RETURNING CLIENTS:** Was there a change in size of office from last year? ☐ Y ☐ N If yes, provide new size below.

○ **NEW CLIENTS:** What's the sq. footage of your office? ________ s.f. What's the total area of your home? ________ s.f.

Form 1098	**Mortgage & Home Equity Interest Paid**
	Rent Paid
	Property Taxes (see Form 1098)
	Insurance: Homeowners/Renters/PMI
	***Repairs/Maintenance** (home office only)
	***Repairs/Maintenance** (for entire home)

	****Utilities**: Gas/oil, propane (entire home)
	Utilities: Electricity (entire home)
	Utilities: Water (entire home)
	Utilities: Trash/cleaning (entire home)
	Utilities: Home security (for entire home)
	Utilities: Pest control & snow removal (entire home)

***Repairs/Maintenance** = deductible expenses to keep home in good shape, like painting, fixing leaks, cleaning gutters, etc. Capital Improvements = permanent upgrades add to home value, like additions, new roof, etc. These are **non-deductible**, but may be added to home's cost basis upon sale of the home.
****Utilities:** Exclude lawn care & landscaping services. Exclude phone & internet, please enter them in Part 13 instead.

Part 17: SELF-EMPLOYED BUSINESS EQUIPMENT (computers, furniture, phones, etc.)

*These are newly purchased items **expected to last more than one year**, and must be reported differently on tax returns. If any single item purchased for business costs less than $2,500, you don't need to list it separately. Just note the total of all items costing less than $2,500 each. If any single item purchased costs more than $2,500, please list each separately.*

EXPENSED EQUIPMENT (individual business purchases each costing less than $2,500)	
Total of ALL expensed items	

DEPRECIABLE EQUIPMENT (individual business purchases each costing $2,500 or more)			
Item Description	Date Purchased	Cost	% Business Use
			☐ 100% or ______%
			☐ 100% or ______%
			☐ 100% or ______%

Part 18: SELF-EMPLOYMENT COMMENTS

The end. You're done! Please return to Page 1 for instructions how to upload your organizer and tax docs to ShareFile