

January 4, 2024

Spalding Accountancy  
7844 Madison Avenue Ste. 120  
Fair Oaks, CA 95628

Client

Dear :

The 2023 Tax Organizer will assist you in collecting and reporting information necessary for us to properly prepare your 2023 income tax return. Please complete the organizer sections as appropriate and provide supporting documentation where necessary. Prior year data is included in the organizer sections for your reference.

**Clients with sole-proprietor businesses and/or rental properties, please populate the appropriate pages in the organizer with income and expenses for the activity.** This step is unnecessary if a separate Profit and Loss Statement is provided to us.

Please provide us with photocopies of the following additional information and retain the originals for your records:

- A copy of your 2022 tax return, if not prepared by this office
- Form(s) W-2 (wages, etc.)
- Form(s) 1099 (interest, dividends, etc.)
- Form 1095-A if health insurance was obtained through "Covered California" or other equivalent State Exchange
- Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)
- Form(s) 1098 (mortgage interest) and property tax statements
- Brokerage statements from stock, bond, or other investment transactions (including "gain/loss realized" schedule)
- Closing statements pertaining to real estate transactions (i.e. purchases, sales, refinances)
- Copies of contracts for any new residential solar purchases or new electric vehicle purchases
- Form(s) 1099-K (Merchant Card and Third Party Network Payments)
- All other supporting documents (schedules, checkbooks, etc.)
- Any tax notices received from the IRS or other taxing authorities

Thank you for your help in the completion of the Tax Organizer. Please contact us at (916) 974-1572 if you need further assistance.

Sincerely,

Sutton M. Spalding

**Sutton's email:** [sutton.spalding@outlook.com](mailto:sutton.spalding@outlook.com)  
**Sara's email:** [sara@spaldingaccountancy.com](mailto:sara@spaldingaccountancy.com)  
**website:** [spaldingaccountancy.com](http://spaldingaccountancy.com)

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**Spalding Accountancy**  
 7844 Madison Avenue Ste. 120  
 Fair Oaks, CA 95628  
 Telephone number: 916-974-1572  
 Fax number: 916-974-0363  
 E-mail address: sutton.spalding@outlook.com

**Tax Return Appointment**

Date:  
 Time:  
 Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2023 tax return. Please add, change, or delete information as appropriate.

**CLIENT INFORMATION**

Filing Status	Filing status (table).....	1
	1=married filing separate and lived with spouse.....	
	Year spouse died, if qualifying surviving spouse (2021 or 2022) ...	
Taxpayer	First name and initial.....	
	Last name.....	
	Title/suffix.....	
	Social security number.....	
	Occupation.....	
	Date of birth (m/d/y).....	
	Date of death (m/d/y).....	
Spouse	1=blind.....	
	First name and initial.....	
	Last name.....	
	Title/suffix.....	
	Social security number.....	
	Occupation.....	
	Date of birth (m/d/y).....	
Date of death (m/d/y).....		
Address	1=blind.....	
	In care of.....	
	Street address.....	
	Apartment number.....	
	City.....	
Foreign Address	State.....	
	ZIP code.....	
	Region.....	
	Postal code.....	
	Country.....	

**Filing Status**

- 1 = Single
- 2 = Married filing joint
- 3 = Married filing separate
- 4 = Head of household
- 5 = Qualifying surviving spouse (QSS)

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Please add, change or delete information for 2023.

**CLIENT INFORMATION**

<b>Taxpayer Contact Information</b>	Home phone.....		<b>Daytime Phone</b>  1 = Work 2 = Home 3 = Mobile
	Work phone.....		
	Work extension.....		
	Daytime phone (table).....	1	
	Mobile phone.....		
	Fax number.....		
	E-mail address.....		
<b>Spouse Contact Information</b>	Home phone.....		
	Work phone.....		
	Work extension.....		
	Daytime phone (table).....		
	Mobile phone.....		
	Fax number.....		
	E-mail address.....		
<b>Taxpayer Authentication</b>	Driver's license no.....		
	Driver's license state.....		
	Issue date (m/d/y).....		
	Expiration date (m/d/y).....		
	Theft protection PIN.....		
<b>Spouse Authentication</b>	Driver's license no.....		
	Driver's license state.....		
	Issue date (m/d/y).....		
	Expiration date (m/d/y).....		
	Theft protection PIN.....		

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**Miscellaneous Questions**

If any of the following items pertain to you or your spouse for 2023, please check the appropriate box and provide additional information if necessary.

**PERSONAL INFORMATION**

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Were you married as of December 31, 2023?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your marital status change during the year?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your address change during the year or will it change in the near future? (If "yes", please provide new address) |
| <input type="checkbox"/> | <input type="checkbox"/> | Could you be claimed as a dependent on another person's tax return for 2023?   |

**DEPENDENTS**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Were there any changes in dependents? (If "yes", please provide name, SSN, and date of birth)  |
| <input type="checkbox"/> | <input type="checkbox"/> | For the dependents claimed on your return, have you maintained a household for over half of the year and provided over half of their financial support?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2023?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you have any children under age 19 or full-time students under age 24 at the end of 2023, with interest and dividend income in excess of \$1,250, or total investment income in excess of \$2,500? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you incur any expenses for child or dependent care? (If "yes", please provide a copy of the end-of-year statement from the day care or preschool that they attended.)                              |

**HEALTH CARE COVERAGE**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you obtain health insurance coverage through Covered California or through another State equivalent marketplace exchange? (If so, please provide a copy of Form 1095-A. I cannot complete or file your return without receiving these forms, if applicable) |
|--------------------------|--------------------------|---|

**INCOME**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents? |
|--------------------------|--------------------------|--|

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<input type="checkbox"/>	<input type="checkbox"/>		Did you receive any disability income?
<input type="checkbox"/>	<input type="checkbox"/>		Did you have any foreign income or pay any foreign taxes?
<b>PURCHASES, SALES AND DEBT</b>			
<input type="checkbox"/>	<input type="checkbox"/>		Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
<input type="checkbox"/>	<input type="checkbox"/>		Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use? (If so, please provide purchase/sale price and date of purchase/sale)
<input type="checkbox"/>	<input type="checkbox"/>		Did you buy or sell any stocks, bonds or other investment property in 2023?
<input type="checkbox"/>	<input type="checkbox"/>		Did you sell or do you plan to sell any dividend generating stocks or mutual funds during the first 60 days of 2024?
<input type="checkbox"/>	<input type="checkbox"/>		Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? (If "yes", please provide a copy of the settlement statement)
<input type="checkbox"/>	<input type="checkbox"/>		Did you purchase a home in 2023 and you were overseas on official extended duty?
<input type="checkbox"/>	<input type="checkbox"/>		Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?
<input type="checkbox"/>	<input type="checkbox"/>		Did you purchase a new electric vehicle during 2023? (If "yes", please provide a copy of the contract for the vehicle purchase)
<input type="checkbox"/>	<input type="checkbox"/>		Did you have any debts cancelled or forgiven? (If "yes", was it done through bankruptcy or were you considered insolvent? Please provide a copy of 1099-C)
<input type="checkbox"/>	<input type="checkbox"/>		Does anyone owe you money which has become uncollectible?
<b>RETIREMENT PLANS</b>			
<input type="checkbox"/>	<input type="checkbox"/>		Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>		Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>		If you checked "No" to the question above, would you consider making an traditional IRA contribution by April 15th, 2024 to reduce your 2023 tax liability? (We can run a projection for a contribution of any amount and give you the resulting tax liabilities with and without the contribution)

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Did you transfer or rollover any amount from one retirement plan to another retirement plan?

Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2023?

**EDUCATION**

Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?

Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? (If so, please provide a copy of Form 1098-T as well as the cost of any required books and supplies)

**ITEMIZED DEDUCTIONS**

Did you incur a loss because of damaged or stolen property?

Did you work out of town for part of the year?

Did you use your car on the job (other than to and from work)?

**ESTIMATED TAXES**

Did you make all of your quarterly estimated tax payments to Federal and/or State that were provided to you the previous year? (Please provide the payment amounts and dates on the Organizer page immediately following the questionnaire section)

If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)?

Do you expect your 2024 taxable income and withholdings to be different from 2023?

**MISCELLANEOUS**

Do you want to allocate \$3 to the Presidential Election Campaign Fund?

Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?

May the IRS discuss your tax return with your preparer?

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- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Was your home rented out or used for business?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a member of the Armed Forces of the United States on active duty who moved pursuant to a military order related to a permanent change of station?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you engage the services of any household employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you notified or audited by either the Internal Revenue Service or the State taxing agency?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you or your spouse make any gifts to an individual that total more than \$17,000, or any gifts to a trust?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your bank account information change within the last twelve months? (If so, please provide us with updated bank account information for direct deposit. Please verify that the account information on file is correct on the following page) |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you or your spouse received an IP PIN (Identity Protection PIN) from the Internal Revenue Service? (If so, please provide a copy of the letter from the IRS)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive, sell, send, exchange or otherwise acquire any financial interest in virtual currency or cryptocurrency?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If you checked "yes" to previous question, did you sell or convert any virtual or cryptocurrency during 2023? (If "yes", please provide 1099 and/or gain/loss schedule from exchange platform (Coinbase, RobinHood Crypto, etc.)                 |

#### TAX RETURN PREPARATION OPTIONS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Would you like to use E-signature (DocuSign) to authorize your personal tax return? (If "No" is selected, paper copies of the e-file authorization forms will be mailed to you for signature.) |
|--------------------------|--------------------------|--|

**Note: If you would like to send documents for tax preparation via a secure link, please give us a call to request an Intuit Link.**

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Please circle ONE of the following options for how you would like to receive a copy of your 2023 tax return:

- USB Flash Drive
- Encrypted Email Copy
- Intuit Link (Secure Portal)
- Paper Copy

If more than one option is selected above, additional charges may apply to cover the shipping expense (unless the second option is an encrypted email copy).

