**January 2023**

**Greetings and Happy New Year!**

Thank you for choosing Spinelli CPA, PC as your tax advisor for 2022! We appreciate your business and value our relationship. Know that we are here to help and assist you in any way.

**TAX ORGANIZER IS HERE**

Enclosed is a tax organizer that you may use as a guide in gathering your tax return information. Please update phone numbers and email addresses as well as any information that may have changed. If you have specific questions or concerns, please include them with your tax information.

We also have a separate organizer worksheet for Schedule C - self-employment as sole provider and for Schedule E for rental properties. If you would like these organizers, you may call the office to request or visit our website to download.

**I HAVE MY TAX INFORMATION, HOW DO I GET STARTED.**

**Appointments** – We have the ability to do in person and virtual appointments through zoom. To set up an appointment to meet with Karen Spinelli or Daniel Fins, call our office at (508)365-6522. If this is the first year that we are preparing your return, we will ask you to send a copy of your tax return from last year.

**Mailing Information** - You may mail your tax return information to our Worcester office. The address is:

Spinelli CPA, PC
146 West Boylston Drive, Suite 302
Worcester, MA 01606

**Drop Off Information –** You may drop off your tax return information to either the Worcester address shown above or our Leominster satellite location located at

119 Merriam Avenue, 2nd Floor
(Antonioni Law Office)
Leominster, MA 01453

**Client Portal** – A portal will allow you to send us your documents in a secure manner. If you prefer this option, call our office and ask for Suzanne or Hilary at (508)365-6522. They can provide you with a Username and Password.

**My1040Data** – This is an online tax organizer portal that will allow you to answer some questions and upload your documents in a secure manner. If you prefer this option, call our office and ask for Suzanne or Hilary at (508)365-6522. They can provide you with a Username and Password.

**Website -** Our website is www.spinellicpa.com . Please visit the website for information on our office and staff and to access the client portal and access other tax organizers.

***PLEASE NOTE – If we do not have your tax information before April 1, 2022, an extension may need to be filed.***

We look forward to working with you and seeing you again this year.

146 West Boylston Drive, Suite 302
Worcester, MA 01606
(508)365-6522

119 Merriam Avenue, 2nd Floor
Leominster, MA 01453
(by appointment only)

# 2022 Tax Organizer

*Please use this worksheet to gather your personal tax return information. If this is the first year that we are preparing your return, please provide with a copy of your tax return from last year including depreciation schedules if applicable.*

**Last Name:** ________________________ **SS#:** ____________________ **DOB:** ____________________
**First Name:** ________________________ **Date of death (if applicable)** ____________________
**Occupation:** ________________________

**Last Name (spouse):** _______________ **SS#:** ____________________ **DOB:** ____________________
**First Name (spouse):** _______________ **Date of death (if applicable)** ____________________
**Occupation:** ________________________

**Address:** ____________________________________________________________________________________

**If you changed residence during the year, please provide period of residence at each address.**
**Please provide details on any changes due to marriage, separation, divorce or death related to you or your spouse.**

## CONTACT INFORMATION

**Email address:** ___________________________ **Home phone:** ___________________________

**Email address (spouse):** ___________________________ **Cell phone:** ___________________________

**We will be communicating with you through email and/or phone. Check here if you do not have email or would prefer for us contact you by phone** _________.

## DEPENDENTS

**Any new dependents for 2022? If yes, please provide information.**
**Please note if there are dependents that should not be claimed this year.**

| Name | Date of Birth | Social Security # | Relationship |
|---|---|---|---|
| | | | |
| | | | |

**Note – if your dependents have income, please provide us with documentation if you want us to prepare tax return.**

## CHILD CARE EXPENSES – Please bring any statements from your child card provider.

Child's name for which expenses were paid: ______________________ ________________________

Total paid to child care facility: ______________________ ________________________

Name of child care provider: ______________________________________________________________

Address of child care provider: ______________________________________________________________

Tax ID # of child care provider: ______________________________________________________________
(This includes day camps for dependents.)

Did you use funds from a Section 125 Plan at work to pay for daycare expenses? YES NO

## ESTIMATED TAX PAYMENTS – (please provide copies of cancelled checks) Federal and State

| Name of Tax Agency | Amount Paid | Date Paid |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## INCOME RECEIVED – Please indicate income received from any of these sources and provide documentation:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| [ ] | Salary and Wages | [ ] | Partnership or S Corp. | [ ] | Social Security | [ ] | Cancelled Debt |
| [ ] | Interest | [ ] | Rental or Farm | [ ] | Sale of Property | [ ] | Sale of Stocks |
| [ ] | Dividends/Cap. Gains | [ ] | Estate or Trust | [ ] | Sole Proprietor | [ ] | HSA Withdrawals |
| [ ] | 1099-R Pension Dist. | [ ] | 1099-MISC | [ ] | Business | [ ] | HSA Contributions |
| [ ] | IRA Distrib./Rollover | [ ] | Unemployment | [ ] | Gambling/Prizes | [ ] | Other Income |
| [ ] | Roth IRA Conversion | [ ] | 1099C or 1099A | [ ] | Alimony Paid or Received | [ ] | 1099 - NEC |

Do you have income from other states? YES NO

## MAJOR LIFE CHANGES – Please indicate if you spent money in any of these categories:

| | | | |
|---|---|---|---|
| [ ] | Adopted a Child | [ ] | Set up a Trust |
| [ ] | Moved | [ ] | Purchased a Home/Sold a Home |
| [ ] | Paid Student Loan Interest | [ ] | Unreimbursed Employee Business Expenses |
| [ ] | Make gifts over $16,000 in 2022 per person | [ ] | Contributed funds to a Traditional/Roth IRA |
| [ ] | Expenditures for renewable energy (solar, etc.) | [ ] | Converted IRA to Roth IRA |
| [ ] | Disbursements from Retirement Accounts | [ ] | Exercised Stock Options |

## ITEMIZED DEDUCTIONS – Please check all that apply and provide documentation.

**Medical Expenses – enter amounts paid and unreimbursed**

[ ] Doctors, dentists, prescriptions
[ ] Insurance premiums for medical and dental care
[ ] Eyeglasses, contacts, hearing aids, dentures
[ ] Long-term Care Insurance
[ ] Mileage
[ ] Other

**Taxes Paid**

[ ] Real Estate for personal residence
[ ] Real Estate Tax for Land/Vacation Home/Other Properties
[ ] Sales Tax paid on vehicles, boats, etc.
[ ] Excise Tax
[ ] Other taxes paid to states

**Interest Paid**

[ ] Home Mortgage/Equity Loan
[ ] Mortgage interest paid to an individual
[ ] Did you refinance a mortgage or take a home equity loan in 2022

**Charitable Contributions**

[ ] Cash and Checks
[ ] Clothing, furniture, etc.
[ ] Mileage – number of miles driven for volunteer activities

If you had gambling winnings, did you have any losses? If yes, how much? ________________

**FINAL QUESTIONS:**

Do you/spouse have investments or signature authority in foreign bank accounts? YES NO
If yes please provide details of accounts and balances at end of year.

At any time during 2022, did you (a) received (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? (A digital asset is crypto currency, such as Bitcoin, etc.) If yes, please provide details. YES NO

Have you been a victim of Identity Theft? If yes, bring letter with PIN issued by IRS. YES NO

Do you want Direct Deposit of your refund? YES NO
Do you want Auto Withdrawal of monies owed? YES NO
If you answered yes, please provide us with the following information:

Name of Bank: ______________________________ Checking or Savings __________________

Routing Number: ______________________ Account Number: _________________________

Did you and or your spouse contribute funds to a Traditional IRA? If yes, how much? ___________________

Did you and or your spouse contribute funds to a Roth IRA? If yes, how much? ___________________

Did you do a Roth conversion from a traditional IRA at all in 2022? YES NO

If you are older than 72, have you taken your Required Mandatory Distribution? YES NO

Did you make a qualified charitable distribution (QCD) from your retirement account to give to a charity? YES NO

Did you and your family have health insurance for all of 2022? Please provide tax forms YES NO
If you received health insurance through the Marketplace, please provide 1095-A

Were you notified by the IRS (other taxing authority) of changes in prior year returns? YES NO

| | | |
|---|---|---|
| **Did you or your dependents pay college tuition during the year? If yes provide Form 1098-T** | **YES** | **NO** |
| **Did you pay rent in Massachusetts for your residence? If yes, what amount?** | **__________________** | |
| **Did you acquire or sell a business in 2022?** | **YES** | **NO** |
| **Do you own rental property?** | **YES** | **NO** |
| **If you answered yes, we can provide you with our Schedule E Worksheet to help you in coordinating information for your return. You may call our office or download a copy from our website.** | | |
| **Are you self-employed or an independent contractor?** | **YES** | **NO** |
| **If you answered yes, we can provide you with our Schedule C Worksheet or you may download a copy from our website.** | | |
| **Did you receive any other grants or loans, such as Economic Injury Disaster Loan (EIDL)? If yes, please provide information?** | | |
| **May the IRS or other taxing authority discuss the tax return with us?** | **YES** | **NO** |
| **Do you have an office in your home?** | **YES** | **NO** |
| **Did you sell your personal residence?** | **YES** | **NO** |
| **If yes, did you live in it for two of the five prior years prior to sale?** | **YES** | **NO** |
| **If yes, please provide settlement sheet (HUD Statement).** | | |
| **Did you refinance existing loans on your personal residence or other real estate?** | **YES** | **NO** |
| **If yes, please provide settlement sheet.** | | |
| **Did you have any stocks or securities that became worthless?** | **YES** | **NO** |
| **Were you granted or did you exercise any stock options?** | **YES** | **NO** |
| **If yes, please provide details.** | | |
| **Did you make any energy efficient improvements, purchase solar or geothermal heat?** | **YES** | **NO** |
| **Did you purchase an energy-efficient vehicle this year? If yes, provide invoice.** | **YES** | **NO** |
| **Did you incur expenses as an elementary or secondary teacher? How much?** | **YES** | **NO** |
| **Do you have a household employee?** | **YES** | **NO** |

**I (we) have submitted this information for the sole purpose of preparing my (our) tax return(s). Each item can be substantiated by receipts, cancelled checks or other documents. This information is true, correct and complete to the best of my (our) knowledge.**

**Taxpayer Signature:** ______________________________ **Date:** ________________________________

**Spouse Signature:** ______________________________ **Date:** ________________________________

**Thank you for choosing Spinelli CPA, PC as your tax advisor. We value your business and are looking forward to working with you.**

**Sincerely,**

**Karen Spinelli, CPA**