

**2022**

**ANNUAL  
CHECK LIST**

**METZGER  
MANCINI & LACKNER LLP**

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**CERTIFIED PUBLIC ACCOUNTANTS**

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# 2022 Annual Check List - Required to Begin

Due diligence regulations require that we, your income tax return preparer, obtain the following information from you **annually**. Please read, answer and return this checklist. Tax laws change from year to year. Questions apply to you, your spouse and all dependents reported on your tax returns. **Do not assume we have this information.**

We cannot begin your tax returns until you complete, sign, date (page 8) and return this checklist, along with your signed "Letter of Engagement". **PLEASE PRINT CLEARLY.** Skipping questions will delay preparation.

**Section 1. - Personal Information - Please provide missing information / make corrections, as needed. Please also mark your preferred mode of contact clearly with an " \* " at the end of the appropriate line.**

**Taxpayer Full Legal Name** \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**Spouse Full Legal Name** \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**Home:** Street Address, Apartment # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Driver license state (IN, MI, etc.) **Taxpayer State** \_\_\_\_\_ **Spouse State** \_\_\_\_\_

DL / state ID# T \_\_\_\_\_ S \_\_\_\_\_

Date issued T \_\_\_\_\_ S \_\_\_\_\_

Date expires T \_\_\_\_\_ S \_\_\_\_\_

Did you pay **quarterly estimated tax** payments for tax year **2022**? (CIRCLE ONE) Yes No

Please list below, and provide copies of canceled checks or other confirmation. **DO NOT include tax year 2021 extension payments made in April 2022 or amounts paid when you filed your 2021 tax return.**

<u>Due Date</u>	<u>Date YOU Actually Paid</u>	<u>Amount Paid to IRS</u>	<u>Paid to Indiana</u>	<u>List Other States</u>
April 15, 2022:	_____	\$ _____	\$ _____	\$ _____
June 15, 2022:	_____	\$ _____	\$ _____	\$ _____
Sept 15, 2022:	_____	\$ _____	\$ _____	\$ _____
Jan 15, 2023:	_____	\$ _____	\$ _____	\$ _____

**Section 1. - Personal Information (continued)**

- A. Did you receive any notice or correspondence from the IRS or state? **(CIRCLE ONE)** Yes No  
Please provide us with a copy, if you have not already done so.
- B. Did you or any of your dependents receive an Identity Protection PIN (IP PIN) from the IRS for 2022? If yes, please provide the IRS letter for 2022. Yes No
- C. At any time during 2022, did you: (a) receive (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)? Yes No
- D. Did you / spouse work remotely for an employer located in another state? You may have additional state filing requirements. Please contact us. Yes No
- E. Did your marital status change during the year? Yes No
- F. Did you pay or receive alimony in 2022? Yes No

Please provide the amount of alimony paid or received: \$ \_\_\_\_\_

The date of your original divorce or separation agreement is now **required** on tax returns. Please provide the date: \_\_\_\_\_

- G. Did you or your spouse have health care coverage through the government marketplace (Obamacare) during 2022? If yes, you should receive Form 1095-A, which is issued by the marketplace. You may receive more than one Form 1095-A for 2022. We need all the forms you receive. Yes No

**Section 2. - Repayment of 2020 retirement withdrawals due to COVID**

- A. Did you / spouse take withdrawals from an IRA, Roth, myRA, Keogh, SEP, SIMPLE, 401(k) or other qualified retirement plan DUE TO a Federally declared disaster or COVID 19 in 2020? Yes No  
If yes, did you repay any of the distributions in 2022? Yes No
- If yes, how much did you repay? Please be exact. \$ \_\_\_\_\_

**Section 3. - Foreign Assets and Foreign Income**

- A. At any time during 2022 did you, your spouse or your dependents own an interest in, or have signature authority over, any financial account (checking, savings, securities or a brokerage account) located in a foreign country?  
**Include** accounts shared with dependents that may be temporarily abroad (a college student studying overseas), or a parent living in another country.  
**Exclude** foreign assets/stocks in a US administered broker account, even if your broker account says foreign taxes were paid. Yes No
- B. During 2022, did you receive a distribution from, or were you the grantor of, or transferor of money to, a foreign trust? Yes No
- C. To the best of your knowledge, do you own any foreign property, hold a business business interest in an entity located in a foreign country, or have retirement accounts in a foreign country? If yes, please describe. Yes No

**Section 4. - Dependent Information** (if N/A, draw line through section)

- |    |   |     |    |
|----|---|-----|----|
| A. | Are there any changes in dependents to be claimed from last year?<br>If yes, please provide name, <b>date of birth</b> , copy of social security card <b>AND</b> relationship (son, daughter, parent, etc.)   | Yes | No |
| B. | In cases of divorced/separated families where you are the Non-Custodial parent, do you have a signed Form 8332 allowing you to claim the child as your dependent?<br>If yes, provide signed Form 8332.  | Yes | No |
| C. | Did any dependent children earn income from a summer job, a part-time job work study while at college, or as a 1099 payee in 2022?<br>If YES, has a tax return already been filed for the dependent?<br>If NO, would you like us to prepare them for an additional fee? | Yes | No |
| D. | Do you have any dependent children under the age of 19, or a full time student under age 24, with interest, dividends, and capital gains, etc. greater than \$2,300 in 2022?<br>If yes, has a tax return already been filed for the dependent?                          | Yes | No |
| E. | Did any of your dependents have income from a trust in 2022?<br>If yes, has a tax return been filed for the dependent?  | Yes | No |

**If your dependent already filed their tax returns, please provide us a copy.** If your dependent's return was prepared incorrectly, it may delay preparation and e-filing of your tax returns and, more importantly, the family as a whole may pay more tax than required!

**Section 5. - Income**

To assist in gathering your information, please review the attached organizer and cross out any items that no longer apply. Perhaps you changed jobs, banks, credit unions, investment brokers, etc. Please let us know so that we can ask better follow up questions, if necessary. You may either return the organizer to us with your notes or list the items that no longer apply on a separate sheet of paper. Thank you.

- |    |   |     |    |
|----|---|-----|----|
| A. | Did you receive installment payments in 2022 from real estate you sold in a prior year?<br>If yes, we will need details of the sale, if not already provided.       | Yes | No |
| B. | Did you sell an existing business, rental, or other property in 2022?<br>If yes, attach a signed copy of the closing papers.  | Yes | No |
| C. | Did you sell any stocks, bonds, etc. in 2022?<br>If yes, provide purchase cost and purchase date(s)   | Yes | No |
| D. | Did you receive payments from a pension, profit sharing or 401(k) plan, Traditional IRA, Roth IRA, Keogh, SIMPLE or SEP in 2022?<br>If yes, provide all Form 1099Rs | Yes | No |
| E. | Did you convert a traditional IRA to a Roth IRA, including a "back door" Roth in 2022?  | Yes | No |
| F. | Did you receive any disability income during 2022?<br>If yes, provide documentation   | Yes | No |

**Thank you for allowing us to serve you this year. We appreciate you!**

**Section 5. - Income (continued)**

- G. Did you cash out any Series EE or U.S. Savings bonds in 2022 that were originally issued after 1989? If yes, provide documentation Yes No
- H. Did you have any other income to be reported, such as:
- unemployment income Yes No
  - gambling or lottery earnings Yes No
  - company awards income (trips, prizes, etc.) Yes No
  - jury duty Yes No
  - VENMO, CASH APPS, PayPal, EBay, etc. Yes No
  - other? Indicate \_\_\_\_\_ Yes No
- If yes, provide documentation (W2-G, 1099s, etc.)

**Section 6. - Self Employed Business / Commercial & Residential Rental / Farm (if N/A, draw line through section)**

- A. Did you start a new business in 2022? Yes No  
If yes, call our office to discuss, if you have not already done so.
- B. Did you acquire a new interest in any partnership or S Corporation? Yes No  
Are you the partner/shareholder responsible for the preparation of the company's tax return? Yes No  
If yes, please call us immediately for assistance.  
If no, please provide Schedule K-1 from the partnership or S Corp.
- C. Please provide an electronic backup of your accounting records, or printed balance sheet and profit and loss statement, if you have not already done so.
- D. Did you make payments in 2022 that would require you to file Form(s) 1099? Yes No  
If YES, will you prepare and file Form(s) 1099 as required? Yes No  
If NO, do you want our office to prepare Form(s) 1099 for you for an additional fee? Yes No
- E. If you drove your personal vehicle to conduct business, please indicate the following:

	<u>Business miles</u>	<u>Commuting, Personal and Non Business Miles</u>
January 1 – June 30, 2022	_____	_____
July 1 – December 31, 2022	_____	_____

**For Sections 7 and 8 below, we ask that you provide the following, even if you plan to use the standard deduction. Some of these items may qualify for state deductions and credits.**

**Section 7. - Medical, Mortgage Interest, Taxes and Casualty Losses**

- A. Did you list and summarize your 2022 out-of-pocket medical, dental, vision and prescription expenses? Yes No
- B. Did you include mortgage and property tax statements for all properties owned? Yes No
- C. Did you take out a home equity loan this year? Yes No  
If yes, did you use the proceeds to improve your principal residence? Yes No

**Section 7. - Medical, Mortgage Interest, Taxes and Casualty Losses (continued)**

- D. Did you attach copies of your 2022 registration cards for personal vehicles, boats trailers, etc. Only the excise tax portion is deductible for Indiana residents. Yes No

Casualty losses

A list of 2022 federal declared disasters is available at <https://www.fema.gov/disasters/disaster-declarations>  
 Only casualty losses caused by fire, flood, wind, etc. in a federally declared disaster area are deductible in 2022. Please provide details on your casualty loss, if due to one of these disasters.

**Section 8. - Charitable Donations**

- A. If you donated to not-for-profit charities by check or credit card in 2022, please list below. **Do not include** amounts paid directly to individuals, "Go-fund-me" accounts, political parties, political action committees or political campaigns. **These payments are not deductible.**

Date Paid	Amount	Name of Charity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Need more space? Please continue your list on separate sheet of paper or in the appropriate section of the Organizer. As always, keep receipts from the charity to prove your donation.

Please provide your list of donations, even if you do not plan to itemize your deductions. Certain donations qualify for state credits. **We don't want to miss any deductions!!**

- B. If you donated clothing, furniture, household items, shares of stock or other non-cash items in 2022, we are required to report all the following information for non-cash donations:
- Charity name and full address (street, city, state, zip)
  - The date of your donation and a complete list of items donated
  - Fair market value of donation (you must determine this)

Stating that you donated "6 bags of clothes" is no longer adequate. You are responsible for a detailed list of items and the dollar value of each item donated (example: 30 sweaters, \$3 each). Large value items may require an appraisal before a deduction is allowed. Please provide the letter from the charity showing receipt of the non-cash items.

- C. Did you make any charitable donations directly from your IRA required minimum distribution - called a Qualified Charitable Distribution? Yes No  
 If yes, please provide documentation from the IRA company and receipt from charity.
- D. Did you contribute to an Indiana Scholarship Granting Organization, (SGO) or an Indiana Neighborhood Assistance Program, (NAP) ? Yes No  
If yes, provide the certification letter from the organization. We must attach the letter to the Indiana return and paper file the Indiana return.

**Section 9. - Other Information**

- A. Did you pay student loan interest during 2022? If yes, provide Form 1098E Yes No
- B. Did you gift a total of \$16,001 or more to any individual during 2022?  
If yes, please provide name of individual, date and amount of gift.  
Please note that "gifts" include money, cars, stocks, artwork, etc. Yes No
- C. Did you deposit into any Traditional IRA accounts in 2022? Do not include retirement plan contributions through your employer or Simple Plans.  
If yes, please provide a statement from the IRA company. Yes No
- D. Did you deposit into any Roth IRA accounts in 2022? Do not include retirement plan contributions through your employer or Simple Plans.  
If yes, please provide a statement from the IRA company. Yes No
- E. Did you deposit into a health savings account (HSA) in 2022?  
If yes, is the HSA a single or family plan?  
Please provide Form 5498-A **OR** a year end statement from your HSA provider Yes No  
Single Family
- F. Did you withdraw from a health savings account (HSA) in 2022?  
If yes, please provide Form 1099-SA from your HSA provider Yes No
- G. Did you pay college education expenses for you, your spouse, or a dependent during 2022?  
If yes, provide Form 1098-T from the college/university & copies of the tuition bills. Yes No
- H. Did you incur child care expenses during 2022?  
If yes, please include the individual or service provider's official name, address, and Tax ID and amount paid for care per child. Yes No

**Section 10. - Indiana Residents Only**

Indiana returned up to \$325 to eligible Indiana taxpayers (\$650 if a joint return was filed) over the summer of 2022 due to a budget surplus. You may have received automatic deposits of \$125 and \$200 (\$250 and \$400 if a joint return), **OR** possibly a \$325 paper check (\$650 if a joint return was filed). Please indicate the amounts each received.

Taxpayer \_\_\_\_\_ Spouse \_\_\_\_\_

- A. Indiana county where you lived on January 1, 2022 T \_\_\_\_\_ S \_\_\_\_\_  
 Indiana county where you worked on January 1, 2022 T \_\_\_\_\_ S \_\_\_\_\_
- B. Did you deposit into an Indiana College Choice 529 Investment Plan in 2022?  
If yes, please provide the December 31, 2022 statement showing the account number and the amount deposited. Yes No
- C. Did you withdraw from an Indiana 529 Investment Plan in 2022?  
If yes, please provide Form 1099-Q. Yes No
- D. Did you incur education expenses (tuition, fees, books) for dependents who attended an Indiana private school or home school in grades K - 12?  
If yes, provide costs paid for each dependent separately. Yes No

**Section 10. - Indiana Residents Only (continued)**

- E. Homeowners - Please provide the real estate taxes paid on your residence and the Indiana property tax statements.
- F. If you rented a house or apartment, provide the name and address of the landlord, the number of months rented and total rent paid.
- G. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No  
 If yes, enter total purchase price \$ \_\_\_\_\_

**Section 11. - Michigan Residents Only** Indicate Michigan School District \_\_\_\_\_

- A. Homeowners - Please provide the real estate taxes paid on your residence, the Michigan property tax statements and the dates you made your payments.
- B. Renters - Please provide address of home you rented, Landlord's name and address, number of months rented and the total rent paid for the year.
- C. Did you pay tuition to a Michigan college? Yes No
- D. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No  
 If yes, enter total purchase price \$ \_\_\_\_\_

**Section 12. - Final Review**

- A. Did you read and answer all the questions in this checklist? Yes
- B. Did you read and sign the "Letter of Engagement"? Yes  
 Please return the "Letter of Engagement" with this checklist.
- C. Did you provide all your documents (W-2s, 1099's, etc.) to this checklist necessary to complete your tax return? Yes No  
 If no, please indicate any additional information you believe is missing.

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**Sending your information back to us by EMAIL**

**\*\*\* When emailing your information to us, please scan all your documents as one or two large PDF files and send as one or two emails. Emails containing multiple PDF files do NOT always transmit properly, which slows preparation of your tax returns. \*\*\***

**If you send more than one email, please number the emails (1 of 4, 2 of 4, etc.) so we can be sure we receive all of them - the volume of email we receive this time of year is very high and we don't want to miss any from you.**



Section 12. - Final Review (continued)

**DO NOT ASSUME we have the information above from last year. Print clearly. You will be required to verify this information on your return.** Missing information will delay processing.

D. If you want refunds deposited directly to your bank, please provide the following.

Credit Union / Bank name \_\_\_\_\_

Routing number \_\_\_\_\_

Checking Account number \_\_\_\_\_

OR Savings Account number \_\_\_\_\_

E. We will electronically file your tax returns and return your original documents to you, along with a paper copy of your completed returns, for your files. Only when requested by you in writing, and **for an additional fee of \$35.00** per tax return year, will we provide you a scanned copy of your federal and state tax returns as an attachment to an email using an email address that you designate or on a USB device that you provide. We must have your signature on the e-file forms before the email can be sent.

Do you wish to have a scanned copy of your return for an additional \$35? Yes No

F. Do you want us to use a delivery service (UPS, FEDEX, etc.) to return your tax returns and documents to you **for an additional charge** when they are ready? Yes No

**IF YES Check one [ ] below and print the address where you want your package delivered.**

[ ] No signature required, default [ ] Signature required

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Section 13. - Looking ahead to 2023

Do you anticipate a significant change in income, deductions or dependents in 2023? Yes No  
If yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_

I (we), the undersigned, have read the above checklist and answered each question to the best of my (our) ability on my (our) behalf, and on behalf of all persons claimed on my (our) income tax return in 2022.

\_\_\_\_\_  
*Taxpayer Full Legal Name*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Spouse Full Legal Name*

\_\_\_\_\_  
Date

***Thank You!!*** It is our privilege to serve you!