2023	1040	US	Tax Organizer
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Victoria Otto CPA, P.C 202 Josie Lane Rockdale, TX 76567 VOtto@vottocpa.com 512-550-2291

CLIENT INFORMATION

First name and initial...

Tax Return Appointment

Spouse

Date: Time: Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2023 tax return. Please enter all pertinent 2023 information.

Taxpayer

In care of	
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Dependent No.	Dependent No.
Dependent No.	Dependent No.
	In care of

Page 2

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Long-term care premiums - spouse	Insuran	ce premiums.				
Insurance reimbursement. Out-of-pocket lodging and transportation expenses. Number of medical miles.	-					
Out-of-pocket lodging and transportation expenses						
Number of medical miles.						
Ollow				•		
Other:		of medical m	ıles			
	Other:					

2023 1040 US **Tax Organizer** 2023 Amount 2022 Amount State income taxes -State income taxes - paid for prior years and/or to other states City/local income taxes - 1/20 payment on 2022 city/local estimate City/local income taxes - paid with 2022 city/local extension Use taxes paid on 2023 purchases Sales tax on autos not included above. Foreign income taxes..... **Attach Tax Notice** Personal property taxes (including automobile fees in some states) INTEREST PAID Home mortgage interest and points paid: **Attach Forms 1098** Home mortgage interest not on Form 1098 (include name, SSN, & address of payee): Points not reported on Form 1098: Investment interest (interest on margin accounts): Passive interest. CASH CONTRIBUTIONS NOTE: No deduction is allowed for cash or check contributions unless the donor maintains a bank record, or a written communication from the donee, showing the name of the organization, contribution date(s), and contribution amount(s). Volunteer expenses (out-of-pocket)..... Number of charitable miles..... NONCASH CONTRIBUTIONS NOTE: No deduction is allowed for contributions of clothing and household items that are not in good used condition or better, in addition, a deduction for any item with minimal monetary value may be denied. **MISCELLANEOUS DEDUCTIONS** Union and professional dues..... Tax return preparation fee..... Safe deposit box rental..... Investment expenses..... Estate tax, section 691(c).... Unreimbursed employee expenses: Other:

NIZER	1040	110	Business Income (Calculate O)	Page
23	1040	US	Business Income (Schedule C)	No
	Please en	ter all per	tinent 2023 amounts. Last year's amounts are provid	ded for your reference.
GFN	IERAL IN	-	·	·
Busine	ess name, if d	ifferent from	Form 1040	
			m Form 1040	
			0	
			1040	
Foreign	n postal code			
•	-			
Other	accounting M	cuiou		
Accou	nting method:	1=cash, 2=	accrual	
	-		wer cost/market, 3=other	
	-	-		
			pusiness	
			or will you file all required Form(s) 1099: 1=yes, 2=no	
			nt tax	
1=did	not "materially	y participate	"	
			terial income producing factor	
			company	
			or commodities	
INC	OME			·
		las (Farma 10	2023 Amount	2022 Amount
	receipts or sa ns and allowar		099-MISC, box 7)	
	income:	1003		I
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COS	ST OF GO	ODS SC		
			ar	
		ies		
Other	costs:			
-				
-				
-				
-				
Invent	ory at end of t	the year		

2023	1040	US	Business Income	(Schedule C)	(cont.)

No.	

Please enter all pertinent 2023 amounts. Last year's amounts are provided for your reference.

EXPENSES	2023 Amount	2022 Amount
Accounting		
Advertising		
Answering service		
Bad debts from sales or service		
Bank charges		
Car and truck expenses (not entered elsewhere)		
Commissions.		
Contract labor.		
Delivery and freight		
Dues and subscriptions.		
Employee benefit programs		
nsurance (other than health)		
Mortgage interest (paid to banks, etc.)		
Other interest (not entered elsewhere)		
anitorial		
aundry and cleaning		
egal and professional		
/liscellaneous		
Office expense		
Outside services		
Parking and tolls		
Pension and profit sharing plans - contributions		
Pension and profit sharing plans - admin. and education costs		
Postage		
Printing		
Rent - vehicles, machinery, & equipment (not entered elsewhere)		
Rent - other		
Repairs		
Security		
Supplies.		
faxes - real estate		
axes - payroll		
axes - sales tax included in gross receipts		
axes - other (not entered elsewhere)		
elephone		
ools		
ravel		
otal meals in full (50%)		
Department of Transportation meals in full (80%)		
Jniforms		
Utilities		
Vages.		
vages		
other expenses:		T

2023 1040 US Capital Gains & Losses (Schedule D)

If you sold any stocks, bonds, or other investment property in 2023, please list the pertinent information for each sale below or provide a spreadsheet file with this information. Be sure to attach all 1099-B forms and brokerage statements.

No.	Quantity	Description of Property (Box 1a)	Date Acquired (Box 1b)	Date Sold (Box 1c)	Sales Price (gross or net) (Box 1d)	Cost or Basis (Box 1e)	Blank=basis rep. to IRS, 1=nonrec. security (Box 3, 5)	Expenses of Sale (if gross sales price entered)	Federal Incom Tax Withheld (Box 4)

23	1040	US	Rental & Royalty Income (Schedule E)	No.
	Please en	ter all pert	inent 2023 amounts. Last year's amounts are provided for	or your reference.
GEN	IERAL IN	FORMAT	TION	
	ption of prope			Type of Property
	address			1 = Single Family Residence
-				2 = Multi-Family Residence
				3 = Vacation/Short-Term Rental 4 = Commercial
	ode			5 = Land 6 = Royalties
	of property (se type of prope			7 = Self-Rental
Percenta	age of ownership			1
if not 10 Percenta	age of ownership 10% (.xxxx) age of tenant occu		1=did not actively participate	
if not 10	0% (.xxxx)		1=real estate professional	
	use, 2=joint		1=rental other than real estate	
1=qua 1=nonpa	lified joint ver assive activity,	nture	1=investment1=single member limited	
2=passiv	ve royalty		id you or will you file all required Form(s) 1099: 1=yes, 2=no	
		1111(5 <i>)</i> 1033, a	na you or will you line all required Form(5) 1033. 1=yes, 2=110	
INC	OME		2023 Amount	2022 Amount
Rents	or royalties re	eceived		
			where)	
	•			
Auto a	and travel (not	entered else	where)	
Cleani	ing and maint	enance		
	· ·			
•	•			
	gement fees	ιδ		
~				
			etc.)	
			emiums	
			here)	
Other	interest (not e			
		nting		
Paintir	ng and decora	-		
Paintir Pest c	ng and decora			
Paintir Pest c Plumb Repair	ng and decora control oing and elections	rical		
Paintir Pest c Plumb Repair Suppli	ng and decora control ping and electrons ies	ical		
Paintir Pest c Plumb Repair Suppli Taxes	ng and decora control oing and electi rs ies - real estate.	rical		
Paintir Pest c Plumb Repair Suppli Taxes Taxes	ng and decorationtrol sing and electrics ies real estate other (not e	rical	nere)	
Paintin Pest c Plumb Repair Suppli Taxes Taxes Teleph	ng and decorationtrol	ricalntered elsewh	nere)	
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023	1040	US	Rental & Royalty Income (Sch. E) (cont.)	No.	
	-		2023 amounts. Last year's amounts are provided for your re ald only be used for vacation homes or less than 100% tena	eference. The introcupied re	ndirect ntals.
GEN	NERAL IN	IFORMA ¹	ΓΙΟΝ		
Foreig	ın region				
•	•				
OIL	AND GA	S	2023 Amount	2022 Amou	ınt
Cost d Percer State	depletion ntage depletion cost depletion	on rate or amo	bunt		
PER	SONAL	USE OF I	OWELLING UNIT (INCLUDING VACATION HOME)		
Numbe	er of days per	rsonal use			
Numbe	er of days ow	ned (if optiona	al method elected)		
IND	IRECT EX	(PFNSF9			
			ated to operating or maintaining the dwelling unit. Surance, and utilities.		
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			etc.)		
			emiums		
			here)		
Plumb	ing and elect	rical			
Repair	rs				
Suppli	ies				
			nere)		
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Other:	•				
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	Please en	ter all pert	inent 2023 amounts. Last year's amo	unts are provided for	or your reference.
GEN	NERAL IN	FORMA	ΓΙΟΝ		
Princi	pal product				
Emplo	yer ID numbe	r			
Aaricı	ıltural activity	code			
			ccrual		
1=farr	n rental (Form	4835)			
Туре	of rental prope	erty (farm ren	tal only): 1=land, 2=self-rental, 3=other		
			on		
			r will you file all required Form(s) 1099: 1=yes, 2=no		
			(Schedule F only)		
			rental only)		
	•	-	rental only)		
			x) (Farm rental only)		
FAR	RM INCOM	/IE			
	method:		_	2023 Amount	2022 Amount
			resale items		
			other resale items		
	ales of product al method:	is raised			
		sk produce e	etc		
		•	ock, etc.		
			sed		
Co			<u> </u>		
Co Er	nding inventor		, etc		
Co Er Other	nding inventor farm income:	y of livestock	<u> </u>		
Co Er Other To	nding inventor farm income: otal cooperativ	y of livestock e distribution	, etc		
Co Er Other To	nding inventor farm income: otal cooperative exable coopera	y of livestock e distribution ative distribut	s		
Co Er Other To To	nding inventor farm income: otal cooperativ axable coopera otal agricultura	y of livestock e distribution ative distribut Il program pa	s		
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Co Er Other To To To	nding inventor farm income: otal cooperativ exable coopera otal agricultura exable agricult otal conservati	y of livestock e distribution ative distribut il program pa ural program on reserve pr	s		
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Other income: 2023 Amount	FARM INCOME (continued)		
Chemicals.	Other income:	2023 Amount	2022 Amount
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Veterinary, breeding, and medicine			
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Other expenses:		below)	
	Other expenses:		
	-		

ONGANIZEN					Page 12
2023	1040	US	Business Use of Home (Form 8829)	No.	

Please enter 2023 indirect expenses in full. Nonbusiness portion will carry to Schedule A. Business percentage will be applied to indirect expenses only.

BUSINESS USE OF HOME	2023 Amount	2022 Amount
Form		
Number of form (e.g., enter 2 for Schedule C number 2)		
Business use area (square footage)		
Total area of home (square footage)		
Total hours facility used (for daycare facilities only)		
Total hours available (if not 8,760)		
Area of home included above used exclusively for daycare business, if any (sq ft)		
% (.xx) or amount of gross income from home if not 100% (-1 if none)		
% (.xx) or amount of expenses from home if not 100% (-1 if none)		
INDIRECT EXPENSES		
NOTE: Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.		
Mortgage interest		
Real estate taxes		
Casualty losses		
nsurance		
Miscellaneous		
Rent.		
Repairs and maintenance		
Jtilities.		
Excess mortgage interest		
Excess real estate taxes.		
Other indirect expenses:		
Strot manost expenses.		
DIRECT EXPENSES		
NOTE: Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.	е	
painting of repairs made to specific areas of rooms used for business.		
Mortgage interest		
Mortgage interest		
Mortgage interest		
Mortgage interest		
Mortgage interest Real estate taxes Casualty losses nsurance		
Mortgage interest Real estate taxes Casualty losses nsurance Miscellaneous Rent		
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2023 1040 US Health Savings Accounts (8889)

Please enter all pertinent 2023 amounts & attach all 1099-SA forms. Last year's amounts are provided for your reference.

HSA CONTRIBUTIONS

Series: 2800

NOTE:Contributions to an HSA are only eligible to persons covered under a high deductible health plan. For tax year 2023, a high deductible health plan is one with an annual deductible that is not less than \$1,400 for self-only coverage or \$2,800 for family coverage, and the annual out of pocket expenses (deductible, co-payments, and other amounts, but not premiums) do not exceed \$7,050 for self-only coverage or \$14,100 for family coverage.

2023		2022	
Amount Taxpayer	Spouse	AmountTaxpayo	er Spouse

Health Savings Accounts (8889)

pendent care expenses incurred but not paid in 2023. mployer-provided benefits forfeited in 2023. ERSONS AND EXPENSES QUALIFYING FOR DEPENDENT CARE CREDIT First name. Last name. Title or suffix Date of birth (m/d/y) Social security number Qualified dependent care expenses incurred and paid in 2023 1-disabled. 1=spouse, 2=joint First name Last name. Title or suffix Date of birth (m/d/y) Social security number Qualified dependent care expenses incurred and paid in 2023 1-disabled. 1=spouse, 2=joint ERSONS OR ORGANIZATIONS PROVIDING CARE (33.2) Name of provider. Street address. City. State. ZiP code Foreign region Foreign postal code		and a supplied the supplied to a supplied to	Amount Taxpayer	Spouse	Taxpayer	Spouse
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Foreign country		" "				
		Foreign country				
Identification number (SSN or EIN)						
Amount paid to care provider in 2023						
Amount paid to care provider in 2023 1=spouse, 2=joint						