Financial Security Management

A Registered Investment Advisor

Comprehensive Tax Organizer

Tax Season 2023

Taxpayer Name: ____

Spouse Name: ____

For Personal Tax Return Preparation

Use this Organizer to gather, prepare, and submit your tax documentation

HOW TO USE YOUR 2023 COMPREHENSIVE TAX ORGANIZER

This organizer is designed to make preparing your 2023 tax return as simple and convenient as possible so you can spend your valuable time and energies elsewhere. It provides clear direction to help you know what (and what NOT) to include when submitting your documents, your options for HOW to submit them, and what to expect for next steps. So, grab a cup and let's do this.

Checking the Boxes will help you keep track of your progress.

☐ **STEP 1: Go through and ANSWER ALL Yes/No Questions:**

The QUESTIONS help you and FSM determine the possible tax-related events that occurred in your life for Tax Year 2023. Please answer ALL of them – Do Not Leave Blank. For all questions with a YES answer (or for your spouse, if married-filing-jointly), please provide the corresponding form or documentation as indicated.

☐ **STEP 2: Gather / Prepare your Documents and Information:** either as paper or electronic copies (PDF preferred)

- ☐ Complete the Personal Information Section – Page 2 - REQUIRED
- ☐ Complete the 2023 Payments and Penalties Section, if applicable
- ☐ Gather your documents, preferably in the order indicated by this organizer
- ☐ For returning clients with Self-Employment income, Rental Properties, Oil & Gas Royalties, or income from trusts, etc. your personalized worksheets based on last year's return are available upon request.
- ☐ If you have everything together but know that you are WAITING for that one document that always arrives late in the season, please gather and submit everything else and indicate what you are waiting for here: ____________________________________. We will get to work on the rest and note the delayed document.

☐ **STEP 3: Submit your Completed Packet, including this Organizer no later than March 1, 2024**

DIGITAL: You may scan all your documents (including this Organizer) as one PDF and upload to your SmartVault folder (preferred). Or you may scan individual documents as you get them and upload to your SmartVault folder. iPhone users can use the SmartVault app to take photos of documents if you do not have a scanner.

PAPER: If you are submitting via paper, simply include this form along with COPIES of your documents. We will scan to your Vault and shred the copies promptly. ORIGINAL documents will be returned to you via regular mail. You are welcome to bring your documents to the office for our Scan While Wait service. Please allow 20 minutes.

☐ **Step 4: Let us know when you're ready** – once you have ALL your documents submitted, text "GO" or call 303-988-1411. We will prepare your return and your Advisor will call you when it is ready to be discussed.

Keep track of important notes and/or any questions you wish to discuss with your preparer.
1.
2.
3.
4.

REQUIRED PERSONAL INFORMATION QUESTIONS	
☐ Yes ☐ No	Did your marital status change during the year? If yes, how? ______________________________
☐ Yes ☐ No	Did you receive, sell, send, or exchange any virtual currency? If yes, include Schedule D transactions from your crypto exchange.
☐ Yes ☐ No	Did you have an interest in, signature, or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? If yes, include bank statements from the foreign bank for the full year.
☐ Yes ☐ No	Could you be claimed as a dependent on another person's tax return for 2023? If yes, whose? Name: ____________________ SSN: __________
☐ Yes ☐ No	Were there any changes in dependents for 2023? If you added a dependent(s), provide a copy of the Social Security card for each NEW dependent. If no longer claiming a dependent from last year, list name here: ______________
☐ Yes ☐ No	Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2023? If yes, Child's name: ______________________________
☐ Yes ☐ No	Did you adopt a child in 2023? If yes, provide copy of the Social Security card, and record of legal, medical, and transportation costs applicable to the adoption.
☐ Yes ☐ No	Did you have any children under age 18 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? If yes, include 1099-INT and/or 1099-DIV statement.
☐ Yes ☐ No	Victim of Identity Fraud? Have you received an Identity Protection PIN# for Tax Year 2023 from the IRS? If yes, include IRS letter indicating the 6-digit PIN#. Note: We will not be able to E-file your tax return without this letter.
☐ Yes ☐ No	Were you notified or audited by either the IRS or a State taxing agency in 2023? If yes, include copy of government notice or audit papers. If you have previously supplied these, please disregard.
☐ Yes ☐ No	Did you or your spouse make any gifts to an individual that total more than $16,000, or any gifts to a trust? If yes, complete chart.

Name	Amount	Address	Relationship

2023 TAX PAYMENTS AND PENALTIES – QUESTIONS	
☐ Yes ☐ No	Did you apply an overpayment of 2022 taxes to your 2023 estimated tax (instead of being refunded)? If yes, include in chart on following page.
☐ Yes ☐ No	If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)?
Option	If you end up owing estimated taxes for next year, 2024, please check your preferred method of payment. FSM will confirm this choice during your return review call and answer any questions you may have. ○ I will pay online on my own based on the suggested schedule in my return (recommended). ○ I authorize FSM to set up quarterly automatic withdrawals from my bank account provided on the quarterly due dates. I understand it is my responsibility to have the funds available to pay my quarterly taxes. ○ I prefer to send a check in with the estimate payment vouchers found in my completed return (not recommended). ○ I choose not to pay quarterly estimates and opt for the penalty.
☐ Yes ☐ No	Do you expect your 2024 taxable income and withholdings to be different from 2023? If so, please explain:

2023 TAX PAYMENTS AND PENALTIES – RECORD OF PAYMENTS			
2023 Federal Quarterly Tax Estimate Payments Made			
2022 Refund Applied: $________________________			
DUE DATE:	Actual Date Paid:	Amount:	Method:
4/15/2023		$	
6/15/2023		$	
9/15/2023		$	
1/15/2024		$	
Total Estimated Payment Amount: $________________			
2023 State of ____ Quarterly Tax Estimate Payments Made			
2022 Refund Applied: $________________________			
DATE:	Actual Date Paid:	Amount:	Method:
4/15/2023		$	
6/15/2023		$	
9/15/2023		$	
1/15/2024		$	
Total Estimated Payment Amount: $________________			
2023 State of ____ Quarterly Tax Estimate Payments Made			
2022 Refund Applied: $________________________			
DATE:	Actual Date Paid:	Amount:	Method:
4/15/2023		$	
6/15/2023		$	
9/15/2023		$	
1/15/2024		$	
Total Estimated Payment Amount: $________________			

☐ **OR: THIS PAGE DOES NOT APPLY TO ME/US**

2023 INCOME QUESTIONS	
☐ Yes ☐ No	Did you receive employment income? If yes, include W-2 forms from each employer.
☐ Yes ☐ No	Did you receive any interest income from banks or credit unions? If yes, include 1099-INT forms from each institution.
☐ Yes ☐ No	Did you cash any Series EE US Savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents? If yes, include 1099-INT.
☐ Yes ☐ No	Did you receive any dividend income from investments? If yes, attach 1099-DIV forms from each institution.
☐ Yes ☐ No	Did you receive any Social Security income? If yes, include 1099-SSA forms.
☐ Yes ☐ No	Did you receive distribution from IRA, SEP, Simple, or 401K? If yes, include 1099-R.
☐ Yes ☐ No	Did you make any charitable contributions directly from your IRA via Qualified Distributions? If yes, complete chart, include separate sheet if needed.

Date	Amount	Name of Charity

☐ Yes ☐ No	Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2023? If yes, include 1099-R.
☐ Yes ☐ No	Did you transfer or rollover any amount from one retirement plan to another IRA or retirement plan? If yes, include 1099-R if you have it. Note: not all rollover transactions will produce this form, so do not worry if you do not have it.
☐ Yes ☐ No	Did you have any Gambling Winnings? If yes, include W-2 G for winnings and list of gambling losses.
☐ Yes ☐ No	Did you receive income from sales on Facebook Martketplace, Etsy, YouTube, Paypal, Venmo, Zelle, Uber/Lyft, etc.? If yes, include 1099-NEC or 1099-MISC or 1099-K.
☐ Yes ☐ No	Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? If yes, include Form 1099-Q.
☐ Yes ☐ No	Were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? If yes, include 1099-LTC.

2023 INCOME QUESTIONS (continued)

☐ Yes ☐ No

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?

If yes, include K-1 and all supporting pages from the trust.

☐ Yes ☐ No

Did you receive unreported tip income of $20 or more in any month?

If yes, please list source, amounts.

Source	Total Received

☐ Yes ☐ No

Did you receive income from Jury duty, prizes, awards, legal settlements, scholarships, fellowships, lottery winnings, etc.?

If yes, complete chart.

Type	Amount

☐ Yes ☐ No

Sale or Exchange of Assets – Did you sell or exchange any real estate, securities, collectibles, personal property? If yes, provide the corresponding information:

- Real Estate – Closing Disclosure Document for Sale/Exchange of Home
- Securities – 1099-B
- Collectibles and personal property – list with amounts and dates

Description	Amount	Dates

☐ Yes ☐ No

Does anyone owe you money which has become uncollectible?

If yes, complete chart.

Name	Amount	Date Fully Uncollectible

☐ Yes ☐ No

Did you receive Alimony (aka Maintenance) in 2023 for a divorce dated prior to Dec 31, 2018?

If yes, complete chart.

Monthly Amt: $	# of Months:	Total: $

☐ Yes ☐ No

Did you earn any foreign income?

If yes, complete chart.

Source	Total Received

INCOME FROM BUSINESS, RENTALS, FARMS, OIL & GAS, TRUSTS AND/OR ESTATE

RETURNING CLIENTS:

For returning clients with Self-Employment income, Rental Properties, Oil & Gas Royalties, or income from trusts, etc. your personalized worksheets based on last year's return are available upon request.

For QuickBooks users, you can create a Backup copy and upload a .qbb file to your SmartVault. Please be sure to include Username and Password to access the file.

You may also provide your P&L in your preferred format.

Please check here for all that apply to you:

- ☐ Reporting for Self- Employed
- ☐ Reporting for Business Use of Home and/or Vehicle Expenses
- ☐ Reporting for Rental Properties
- ☐ Reporting for Farm Income
- ☐ Reporting for Income from Oil & Gas Royalties
- ☐ Reporting for Trusts, Estates, etc.

Please INSERT any of the above applicable documents after this page, if submitting paper. If submitting digitally, please upload the applicable worksheets to your SmartVault folder.

If you need any assistance, email tax@fsm-inc.com or call 303-988-1411 and our Tax Team will be happy to help you.

☐Yes ☐ No	Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use? If yes, complete chart.

Date	Item	Amount

☐ **OR: THIS PAGE DOES NOT APPLY**

ADJUSTMENTS TO INCOME – QUESTIONS	
☐ Yes ☐ No	Did you purchase health insurance through the Health Insurance Marketplace? If yes, include 1095-A only. No need to include 1095-B or 1095-C.
☐ Yes ☐ No	**Self-Employed ONLY:** Did you pay any Health, Dental and/or Long-Term Care insurance premiums in 2023? If yes, include year-end pension stub showing ALL insurance premiums deducted from your pension.
☐ Yes ☐ No	Did you contribute to a Health Savings Account (HSA) outside of your employer? Total Amount Contributed: $_____________________.
☐ Yes ☐ No	Did you receive any distributions from a Health Savings Account (HAS) in 2023? If yes, include 1099-SA.
☐ Yes ☐ No	Did you pay interest on a Student Loan? If yes, include 1098-E form.
☐ Yes ☐ No	Did you pay Alimony (aka Maintenance) for a divorce dated prior to December 31, 2018? Name of Payee: _________________________________ SSN: ________________ Date of Divorce Decree: _______________
☐ Yes ☐ No	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? If yes, include receipts for direct moving expenses. Note - Moving Expenses are no longer deductible unless they are related specifically to being in the military.
☐ Yes ☐ No	Did you engage the services of any household employees? If yes, include payroll documentation.

Self-employed insurance premiums:

Type	Total Premium Paid

Alimony payments:

Monthly Amount	# of Months:	Total Paid

DEDUCTIONS – SHOULD I ITEMIZE? OR TAKE THE STANDARD DEDUCTION?

If you Itemized last year, we have included your Schedule A in this packet or in your Vault for your reference.

The purpose of this section is to help you determine if it is better for you to itemize your deductions or claim the standard deduction based on your filing status. Having a sense of whether you will itemize will help you know what documentation you need to include in your packet. If you end up taking the standard deduction, then it is not necessary to include these documents. Save your time and go walk the dog instead.

How do you know? Generally speaking, it is a matter of which is larger – the total of the list below or the standard deduction, which is $29,200 for joint filers, $21,900 for heads of household, and $14,600 for single filers and those married filing separately.

Itemized Deductions

- Medical and dental expenses
- Taxes you paid
- Interest you paid
- Gifts to charity

Medical Expenses

Medical and Dental Expenses – You may only deduct the amount of total medical expenses that exceed 7.5% of your AGI (Adjusted Gross Income). These expenses include insurance premiums paid, payments to doctors, dentists, hospitals, prescriptions, nursing homes, and laboratories.

We suggest you gather all medical-related expenses and use this template to tally.

Prescription Medicines and Drugs	
Doctors, Dentists, and Nurses	
Hospitals and Nursing Homes	
Ins Premiums	
LTC Premiums Taxpayer / Spouse	
Insurance Reimbursement	
Lodging & Transportation	
Out-of-Pocket Expenses	
Medical Miles Driven ________________	
Other Medical and Dental Expenses: ________________________________	
TOTAL OF ALL MEDICAL EXPENSES:	$

☐ NO MEDICAL BILLS/RECEIPTS NEEDED: If you complete this chart, you do not need to submit any medical documentation to FSM for the purposes of completing your tax return. It is good practice to retain these receipts for your own records. You are welcome to store your medical receipt copies digitally in your SmartVault folder. (If you need assistance, we are happy to help; just reach out).

Note: If self-employed, health/dental/long-term care insurance premiums paid may be deductible, including payments for direct primary care arrangements and health care sharing ministries.

DEDUCTIONS – SHOULD I ITEMIZE? OR TAKE THE STANDARD DEDUCTION? (continued)

Taxes Paid – Check all that apply and include amounts and/or supporting documentation

- ☐ Real Estate Property Taxes – Paid for all properties, provide BOTH tax bills for 2022/2023 and 2023/2024
- ☐ Vehicle Registration – Provide copy, front & back, of vehicle registration forms paid in 2023
- ☐ Sales Tax – Paid on any vehicles or any recreational vehicles purchased in 2023. Include the purchase contracts
- ☐ State Income taxes paid
- ☐ Foreign Income Tax or

Credit Interest Paid

- ☐ Form 1098 Mortgage Interest – Mortgage interest paid on ALL real estate
- ☐ Closing disclosure document on any Purchase or Refinance Transactions – principal residence
- ☐ Interest Paid – (finance charges) for recreational vehicles that have a kitchen, sleeping area, and toilet
- ☐ Investment Interest Expense

Charity

Charitable Donations to qualified organizations are likely tax deductible. Note: Crowdfunding donations are **not** deductible.

- ☐ Cash Contributions
- ☐ Volunteer Expense/Mileage
- ☐ Non-cash Charitable > $500
- ☐ Other contributions > $500
- ☐ Qualified Charitable Distributions

Be sure to include ALL Charitable Donation receipts, letters, etc. regardless of total amounts donated.

Donation	Organization	Date	Amount	Check #	Tax Ded.

Casualty and theft losses

- ☐ Casualty and Theft Losses: Deductible only if in Federally-declared disaster area. Report amount of damage, insurance, or other reimbursement if applicable, and police report if applicable.

☐ **OR: THIS SECTION ON DEDUCTIONS DOES NOT APPLY TO ME/US**

CREDITS – QUESTIONS	
☐ Yes ☐ No	Did you pay for daycare in 2023? If yes, complete chart - list Provider's name, address, tax ID number, and amount paid for each child and each provider.

Name of Child			
Provider Name			
SSN or TIN			
Provider address			
City State Zip			
Amount Paid			

☐ Yes ☐ No	Did you pay for Education expenses, including tuition, books, fees, computers, supplies, etc.? If yes, include Form 1098-T and list of expenses.
☐ Yes ☐ No	Did you make a contribution to a College Invest Colorado-sponsored 529 Educational plan? If yes, include your Dec 31, 2023 statement.
☐ Yes ☐ No	Did you purchase an Alternative Fuel Vehicle in 2023? If yes, include purchase contract and registration.
☐ Yes ☐ No	Did you make any residential energy-efficient improvements or purchases involving doors, windows, high efficiency furnace and A/C, solar, wind, geothermal, or fuel cell energy sources? If yes, include amount paid, date placed in service, and copy of contract.
☐ Yes ☐ No	Did you pay Long Term Care premiums in 2023? If yes, include the statement showing amount paid.

CONGRATULATIONS! You made it through! Next? See Step 4 below.

This form was completed by:

Please Print Name:	Date:

Step 4: **Let us know when you're ready** – once you have ALL your documents submitted, call or text "GO" to 303-988-1411. We will prepare your Tax Return and let you know when it is ready to discuss. Remember, if you have everything together but you are waiting for one document, ie: a K-1, you can still text "GO" and mention the missing document. We will get started and note the hold until your final document comes in. Once the return is completed, your Advisor will reach out to discuss the results and next steps.

For questions or assistance with submitting your tax documents, please visit www.fsm-inc.com, email tax@fsm-inc.com, or call 303-988-1411. Thank you for the opportunity to serve you for your tax preparation needs.

- Your Tax Team at Financial Security Management

- **Tax Agreement for Individuals (REQUIRED**) – Completed and signed
- **W-2's, Salaries, Wages -** For you and your spouse from all employers
- **1099-INT & 1099-OID -** Interest earned
- **1099-DIV -** Dividends earned
- **1099-B -** Sale or exchange of stocks, bonds, mutual funds, or any type of investment security. Include date of purchase and cost of each, regardless of gain or loss (brokerage statements may provide this information)
- **1099-R -** Distributions and rollovers from pensions, retirement plans, 401(k) and 403(b) plans, IRA, Roth IRA, deferred compensation plans, retirement plan Roth conversions, annuities, insurance policies, and defaulted retirement plan loans
- **W-2G -** Gambling winnings and losses
- **1099-SSA -** Social Security Benefits / Alimony / Miscellaneous Income
- **1099-G -** State Tax Refund or Unemployment Benefits
- **1099-Q -** Education Distribution - Payments from qualified education programs, 529 Plans, CollegeInvest
- **1099-QA ABLE Distributions**
- **1099-SA Distributions from Health Savings Account (HSA, MSA, Medicare Advantage Plans)**
- **Form 1098-T -** Education Expenses
- **Form 1098-E -** Student Loan Interest Paid
- **Form 5498-SA -** Health Savings Account (HSA) Contributions
- **Form 1095-A Healthcare Advance Payment -** Insurance purchased on the Marketplace
- **1098-MTG - Mortgage Interest Statement -** Mortgage Interest paid on all real estate
- **1099-NEC or 1099-K or 1099-MISC -** Non-Employee Compensation for work you did for someone else, online sales, gigs, Venmo and Zelle transactions, Uber/Lyft, etc.
- **1099-LTC -** Long Term Care Policy Statement Page
- **1099-S & Closing Disclosure document from the Sale or Exchange of Real Estate**
- **1099-C and 1099-A -** Cancellation of Debt Loan Modifications, Foreclosure, Short Sale, Debt Cancellations, Debt or Loans Forgiven or Discounted
- **K-1's -** from Partnerships, LLC's, Investments, S-Corporations, Trusts, Estates (please include all pages)