Brown Financial LLC

Name: ________________________

2023 Tax Questionnaire

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

PERSONAL INFORMATION

Yes	No	
		Did your marital status change during the year?
		Did your address change? Please provide your new drivers license.
		Are you or your spouse a veteran who was honorably discharged?

DEPENDENTS

Yes	No	
		Is another person providing more than half of your financial support and could you be claimed as a dependent on their tax return for 2023?
		Were there any changes in your dependents? Such as your child claiming themselves on their taxes or a new baby?
		Did you have any children whose total investment income was in excess of $2,500? (Children under age 19 or full-time students under age 24 at the end of 2023.)

HEALTH CARE COVERAGE

Yes	No	
		Did you apply for health care coverage on Healthcare.gov or GetCovered.NJ? If so, did you download your Form 1095-A?
		Did you take a distribution from, or make a contribution to, an HSA? If so, did you receive the associated 1099-SA and 5498-SA?

INCOME

Yes	No	
		Have you received documents for all income you earned this year? See our Tax Document Checklist (end) for a list of the most common forms
		Did you receive any unemployment or disability income? If so, have you downloaded your 2023 1099-G from your state's website?
		Did you have debt canceled in 2023? If so, it is taxable income and you should receive an associated 1099-C form.

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BUSINESS

Yes	No	
		Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, or trust? Please provide copies of the formation documents/agreements.
		Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use? If you bought a business vehicle, we'll need the receipt.
		Did you use your car on the job (other than commuting to and from work)? If so, did you track your business mileage?

PURCHASES AND SALES

Yes	No	
		Did you buy or sell any stocks, bonds, or other investment property? If so, please provide your 1099-B or consolidated tax statement.
		Did you purchase or sell your home? (Please provide closing statements for each purchase and/or sale.) Did you refinance or take a home equity loan? (Please make sure to provide **all** 1098 forms.)
		Did you buy an electric vehicle or make any home purchases involving solar, wind, or geothermal energy? If so, we **will need** to see your receipt to determine if a credit can be claimed.
		Did you make any residential energy-efficient improvements? (Windows, insulation, energy-star appliances, etc.) If so, we **will need** to see your receipt so we can determine if a credit can be claimed.
		Cryptocurrency – During 2023, did you (a) **receive** (as an award or payment for property or services) or (b) **sell, exchange, gift,** or otherwise dispose of a digital asset? For each account/wallet/exchange, please provide the associated 1099 tax form, or if unavailable then a year-end statement.

RETIREMENT PLANS

Yes	No	
		Did you receive a **distribution** from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Did you receive your 1099-R?
		Did you make a **contribution** to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) **other than through your employer**? Please provide a screenshot or other documentation of your contributions for tax year 2023.
		Did you **transfer or rollover** any amount from one retirement plan to another retirement plan? Did you receive your 1099-R form(s)?

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EDUCATION

Yes	No	
		Did you, your spouse, or a dependent incur any tuition expenses to attend a college, university, or vocational school? If so, we will need form 1098-T from the school in order to claim any deductions.
		If yes, have you previously received the American Opportunity Tax Credit (AOTC)? How many years have you claimed this credit? (Maximum 4 years of credit for undergrad only, with income limits.)
		Did you receive a distribution from a 529 Education Savings Account or a Qualified Tuition Program? Please provide form 1099-Q.

ESTIMATED TAXES & LOOKING FORWARD

Yes	No	
		Did you apply an overpayment of 2022 taxes to your 2023 estimated tax (instead of being refunded)?
		Did you make quarterly estimated tax payments to IRS or any states? We need to know exact amounts and dates paid.
		Do you anticipate any major changes during 2024 that would impact your income taxes? (Such as a job change, expecting a baby, etc.)
Apply as estimate	Refund	If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)?

MISCELLANEOUS

Yes	No	
		May the IRS discuss your tax return with your preparer?
		For direct deposit of refunds or payment of taxes, **did your bank account change** from the one used on your 2022 tax return?
		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?
		Did you receive a distribution from, or were you the grantor of or transferor to, a foreign trust?
		Did you or your spouse make any gifts to an individual that total more than $17,000, or any gifts to a trust?
		Were you notified or audited by either the Internal Revenue Service or your state taxing agency? Please provide copies of those notices.
		What is your **preferred contact method** for when we need to get in touch with you? (email, phone call, text)

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2023 Tax Document Checklist

Please upload, email, or bring the following documents to your tax appointment, as applicable:

- ☐ Driver's license or other photo ID
- ☐ W2
- ☐ Last paystub of the year
- ☐ Social Security 1099s
- ☐ 1099-B Investment/Stock sales
- ☐ 1099-INT Interest income
- ☐ 1099-DIV Dividend income
- ☐ 1099-R Retirement income
- ☐ 1099-NEC Non-employee compensation
- ☐ 1099-G Unemployment compensation
- ☐ 1099-C Cancellation of debt
- ☐ 1099-K Sales though 3rd party such as Etsy, eBay, Venmo, PayPal, Square, etc
- ☐ 1095-A Healthcare form only if purchased through healthcare marketplace
- ☐ 1098-E Student loan interest
- ☐ 1098-T Tuition paid
- ☐ 1098 Home mortgage interest
- ☐ HUD-1 Closing statement if you have sold or purchased a property
- ☐ K-1 For members of partnerships, S-corps, or beneficiaries of trusts
- ☐ W-2G Gambling winnings
- ☐ HSAs have 2 associated forms: 1099-SA and 5498-SA
- ☐ Property tax card or tax receipts, if not paid through mortgage escrow
- ☐ Year-end cryptocurrency statement or CSV file, or 1099 form if available

Children:

- ☐ Childcare statements or receipts – day camp counts! (Tax deduction only applies for children aged 12 and under as of 12/31/2023)
- ☐ Birth certificate and Social Security card

Please provide annual totals instead of receipts (but keep the receipts for your records):

- ☐ Out-of-pocket $ paid for medical care, dental care, prescriptions, eyeglasses, or contacts
- ☐ Out-of-pocket $ paid for supplemental health insurance or long-term care insurance
- ☐ Donations to **qualified** charities (MUST be a 501(c)(3) or equivalent, GoFundMe may not count)
- ☐ Medical mileage and/or charitable mileage

Investment Accounts:

If you have investment accounts with sale transactions, your 1099-B could be revised in February, and sometimes they are amended after the April tax deadline. Depending on your level of investment activity, we may recommend filing an extension to allow time for amended investment 1099s.

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