STEP 1: TAX DATA CHECKLIST (TDC)

IMPORTANT: Do not deliver your income tax documents without reviewing this "checklist." This checklist ensures that you included everything necessary to complete your 2023 income tax returns.

REMEMBER: Your tax return(s) are prepared in the order received. Expect 1-2 weeks for processing (Jan 1 to Feb 29), 2+ weeks (Mar 1 to Mar 31), and 3+ weeks or Extension (after April 1). Keep in mind that certain complex tax returns and unique situations may require additional time.

APPOINTMENTS: Don't need an appointment this year? Please call 717-249-5321 to cancel your appointment!

EMAILS: Never send personal information in an unsecure email. Instead, ask about our secure email feature: SafeSend!

Individuals

- Please complete the enclosed Tax Data Organizer (TDO) with additional attention given to the following:
  - If you pay quarterly estimates, complete the applicable section on page 2 of the TDO.
    - -This information is vital and must be correct.
  - Some information requested by the 2023 TDO may be unchanged. Write "unchanged" as applicable.
  - We encourage all clients to use Direct Deposit for federal & state refunds.
    - -Complete the applicable banking section on page 1 of the TDO if you expect a refund.
  - If you have a preferred method of contact (email or phone), please explain below.
    - -Email or phone AND taxpayer or spouse
- Use your 2022 tax return as your guide. Generally speaking, we expect all the same documents for 2023.
  - If a prior year document (W-2, 1099, etc.) is not included this year, please notate below.
- Contact the office as soon as possible if you received a federal, state, or local tax notice.
  - In the future, always contact us as soon as you receive a notice.
  - In certain circumstances, additional fees to respond to your notice may apply.
- Did you purchase an electronic / hybrid vehicle (new or used) or energy efficient property in 2023?
  - Please include documentation and complete the applicable section on page 3 of the TDO.
- Did we contact you regarding your Real Estate taxes? If yes, remember to include a paid Real Estate receipt.

Businesses & Rentals

- Please deliver your business/rental information as soon as your income & expenses are calculated.
  - DO NOT wait for your personal documents – doing so may delay processing.
- From QuickBooks to "old fashioned" paper / pen, these guidelines ensure you provide the required information:
  - **QuickBooks** (desktop): save to a flash drive as a "Backup Copy" with your username and password.
  - **QuickBooks** (online): contact our office to provide "accountant access" to your account.
  - **Excel**: save your spreadsheet(s) to a flash drive or email it to Cohick & Associates.
  - **Paper / Pen**: assemble in a neat and legible format.
    - -Categorize your income & expenses by type.
    - -Do not forget to calculate your profit (income minus expenses).
- What else should be included?
  - Provide an invoice for all vehicle, real estate (HUD-1), and/or equipment purchases ($500+).
  - Provide a copy of the end of year (12/31/23) statements for the following business accounts:
    - -Checking, savings, and investment accounts
    - -Loans, notes, and credit card accounts
  - DO NOT include receipts for ordinary expenses (maintain them in a safe place for your records).
- New entities: Include all legal documents including incorporation documents, EIN, and operating agreement.
- Multi-member & partnerships: provide any changes to ownership %, partner addresses, and so on.
- COVID grant or Employee Retention Credit (ERC): provide relevant documents.

NOTES: Please provide additional questions, concerns, or information relevant to your personal or business tax return(s).

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