



## **Boreman & Babb**

CERTIFIED PUBLIC ACCOUNTANTS

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To Our Loyal Clients:

It is that time of year again, time to begin assembling information for the preparation of your 2022 income tax returns. Enclosed along with this letter is our normal Client Information Worksheet, Client Checklist, Itemized Deduction Checklist, and our engagement letter **WHICH WILL NEED TO BE COMPLETED AND SIGNED**. If you or someone you know needs our "Client Tax Package", you can retrieve this from our website [www.boremanbabb.com](http://www.boremanbabb.com) under resources. Also, as a reminder, we do require payment (cash or check, no credit cards accepted) of our tax preparation fees when you pick up your return from our office.

We **HIGHLY** recommend that you drop off your tax information at our office as soon as possible once you believe you have received all of your documents. As the end of tax season approaches there will be a point in time that we will not be able to complete any more returns before April 15<sup>th</sup>. We will certainly let you know at the time you drop off your tax information approximately when you can expect your return to be completed or whether it will need to be put on an automatic extension. If you have not dropped off your tax information but would like us to prepare an automatic extension, then please contact our office by April 3<sup>rd</sup>, 2023.

We are always hopeful that you might tell other people about the great service we provide to our clients. We are confident that your friends and family will find our tax preparation work quick, efficient, and very reasonably priced. Thank you so much for your loyalty and for spreading the word. It is our greatest advertisement. We will always strive to give you the best service possible and we will always be willing to go the extra mile.

We look forward to assisting you in the upcoming year. We trust you have had a wonderful Holiday and a Happy New Year. Thank you for your loyalty and friendship.

Sincerely,

Daniel and Matthew

Website: [www.boremanbabb.com](http://www.boremanbabb.com)

Members: American Institute of Certified Public Accountants  
Pennsylvania Institute of Certified Public Accountants

# CLIENT INFORMATION WORKSHEET

## PERSONAL INFORMATION

Taxpayer Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Taxpayer Occupation: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_  
Taxpayer Birthdate: \_\_\_\_\_ Spouse Birthdate: \_\_\_\_\_  
Taxpayer Work Telephone: \_\_\_\_\_ Spouse Work Telephone: \_\_\_\_\_  
Taxpayer Cell Phone: \_\_\_\_\_ Spouse Cell Phone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
School District: \_\_\_\_\_ County: \_\_\_\_\_ Twp/Boro/City: \_\_\_\_\_

## ELECTRONIC – FILING INFORMATION

Bank Name: \_\_\_\_\_  Checking account  Savings account  
Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

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## CHECKLIST OF ITEMS TO BRING WITH YOU OR DROP OFF

- 1. All W-2's and 1099's.
- 2. All K-1 forms from S Corporations and Partnerships.
- 3. All 1098's (Mortgage interest statement).
- 4. Any Escrow statements.
- 5. 1099 forms which list stock sales (will also need purchase date and cost).
- 6. 1099 forms which list unemployment compensation, refunds, pension payments, and social security benefits.
- 7. 1099 forms which report IRA transfers.
- 8. 1095 forms which report Health Insurance coverage.
- 9. Social security numbers and birthdates for all dependents born in 2022.
- 10. Name and social security number of a former spouse to whom you paid alimony.  
If you received alimony, we'll need to know the amount for the year.
- 11. If you moved during the year, we will need the dates, addresses and **school districts** that you moved from and to.
- 12. Form 1098-T issued from a school for any tuition expenses.
- 13. Year End statements documenting any 529 plan contributions.
- 14. Record of estimated tax payments.
- 15. Names, addresses and identification numbers of all daycare providers.
- 16. Your 2021 tax return. (For new clients only if you have not already provided it.)
- 17. Settlement sheets (HUD-1) for any real estate purchases or sales.
- 18. A list of any purchases or improvements to your home involving energy efficient items (i.e., certain rated windows, furnaces, solar, geothermal, etc....).
- 19. List of any foreign bank accounts and balances at the end of the year.
- 20. Any other documents you feel may be needed or have questions on.

**ITEMIZED DEDUCTION CHECKLIST (PAID IN 2022)**

MEDICAL EXPENSES

Prescription drugs \$ \_\_\_\_\_  
 Health insur. premiums \$ \_\_\_\_\_  
 Medicare premiums \$ \_\_\_\_\_  
 Long-Term Care Ins. \$ \_\_\_\_\_  
 Doctors & dentists \$ \_\_\_\_\_  
 Hospitals/Medical lodging \$ \_\_\_\_\_  
 Med Mileage (Jan-June: 18¢): \_\_\_\_\_ **miles**  
 Med Mileage (July-Dec: 22¢): \_\_\_\_\_ **miles**  
 Lab. & X-ray \$ \_\_\_\_\_  
 Glasses, hearing aid \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TAXES

Real estate tax \$ \_\_\_\_\_  
 Other property tax \$ \_\_\_\_\_  
 Occupation taxes \$ \_\_\_\_\_  
 Personal taxes \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

INTEREST

Home mortgage- 1<sup>st</sup> \* \$ \_\_\_\_\_  
 Home mortgage- 2<sup>nd</sup> \* \$ \_\_\_\_\_  
 Student Loan Interest \$ \_\_\_\_\_  
 Investment interest \$ \_\_\_\_\_  
 \* If paid to individual list name,  
 address, and social security number:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTRIBUTIONS

House of worship \$ \_\_\_\_\_  
 Heart/Cancer \$ \_\_\_\_\_  
 Payroll deductions \$ \_\_\_\_\_  
 United Way \$ \_\_\_\_\_  
 Easter seals \$ \_\_\_\_\_  
 Salvation Army (goods) \$ \_\_\_\_\_  
 Goodwill (goods) \$ \_\_\_\_\_  
 Charity miles (14¢ mile) \_\_\_\_\_ **miles**  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

BUSINESS EXPENSES

(NOTE: NON-REIMBURSED EMPLOYEE EXPENSES NO LONGER ALLOWED ON FEDERAL RETURN)

Professional licenses \$ \_\_\_\_\_  
 Trade/Prof. journals \$ \_\_\_\_\_  
 Educational expenses \$ \_\_\_\_\_  
 Safety equipment \$ \_\_\_\_\_  
 Work tools \$ \_\_\_\_\_  
 Business telephone \$ \_\_\_\_\_  
 Uniform cost \$ \_\_\_\_\_  
 Uniform laundry \$ \_\_\_\_\_  
 Professional societies \$ \_\_\_\_\_  
 Business Miles (Jan-June: 58.5¢) \_\_\_\_\_ **miles**  
 Business Miles (July-Dec: 62.5¢) \_\_\_\_\_ **miles**  
 Total vehicle mileage \$ \_\_\_\_\_ **miles**  
 Business Meals \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**OTHER INFORMATION**

Alimony payments \$ \_\_\_\_\_  
 Name ..... \_\_\_\_\_  
 SSN..... \_\_\_\_\_  
 Traditional IRA \ ROTH IRA (circle one) deposits:  
 Husband..... \$ \_\_\_\_\_  
 Wife..... \$ \_\_\_\_\_  
 SEP IRA deposits .. \$ \_\_\_\_\_  
  
 529 Plan Contributions: \$ \_\_\_\_\_

Daycare expenses:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 SSN: \_\_\_\_\_ Amount paid: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 SSN: \_\_\_\_\_ Amount paid: \_\_\_\_\_

**ESTIMATED TAX PAYMENTS MADE**

FEDERAL		STATE		LOCAL	
Date	Amount	Date	Amount	Date	Amount
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____