

1629 Race Track Road, Suite 101  
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904-287-3737 (ext. 1) / fax 287-8757

**Ross and Ross**  
Accounting and Tax Service, P.A.  
www.rossandross.com  
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4605 US Highway 17, Suite 3  
Fleming Island, FL 32003-4829  
904-269-3737 (ext. 2) / fax 269-8757

Enclosed is a worksheet to use as a guide in gathering your tax return information.

- **Please update phone numbers and email addresses as well as any information that has changed.**
- If you have any specific questions or concerns, please include them with your tax information.
- We are not going to preschedule tax appointments again this year. If you need an appointment, please call the office to schedule one. Telephone appointments are available upon request as well.
- The most efficient way to get your taxes finished on time is to drop off, email, fax, or mail your information. We can also send you a link to upload documents to our secure portal. Copies and scans are fine. We do not need originals of anything. If we have questions, you will receive a call or email while we are working on your taxes.
- Drop in returns are worked on in the order they are received, so it is not necessary to wait until you have every document for us to get started. We have an extensive pending/hold system for missing items. Please do not wait until the last minute to bring in your work.
- Office hours during tax season are Monday through Friday from 9am to 6pm. The office will be open on Saturdays beginning February 3rd, from 10am to 2pm for drop off and pick up **only**.
- We accept cash, check, and all major credit cards for payment. Payment is due **BEFORE** we will transmit your tax return to the IRS - NO exceptions! We also offer the ability to have our fees deducted from your refund **for an additional fee of approximately \$80.**
- If there is a special need for having your tax return completed early, such as for college financial aid applications or mortgage loans, please be sure to let us know in advance so we can better accommodate you.

**\*\*We need to have your tax information by March 4, 2024.\*\***

**\*\*If we receive it after that date an extension may have to be filed.\*\***

**IF YOU NEED AN EXTENSION, YOU MUST CALL OR EMAIL TO REQUEST ONE! We cannot do this without direct contact from you.** If necessary, we will automatically file an extension if your paperwork is already in our office.

If you have questions about any of this, please call or email.

We are looking forward to working with you this year.

Sincerely,  
The Staff at Ross and Ross

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Please use this worksheet to gather your personal tax return information. If you were with us last year, we have the basic personal data below.  
Update anything that has changed. Include any notes or documents separately for our review.

Last Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

First Name: (self) \_\_\_\_\_ SS#: \_\_\_\_\_ DOB \_\_\_\_\_

First Name: (spouse) \_\_\_\_\_ SS#: \_\_\_\_\_ DOB \_\_\_\_\_

Cell numbers: (self) \_\_\_\_\_ (spouse) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Check here if you do not have an email address or would prefer for us to contact you by phone instead** \_\_\_\_\_

Would you like the cost of your tax return deducted from your refund? (**additional fee approx. \$80**) Yes No

Email address (primary contact for taxes): \_\_\_\_\_

Email address (other contact person): \_\_\_\_\_

Status (circle one): Married Single Newly divorced Married filing separate Legally blind Disabled Alien

**Direct Deposit Info:**

Please provide a voided check, or copy of a check, NOT a deposit slip.

If you had no bank changes, AND your bank had no changes, please confirm your bank name and last 4 #'s of the account.

Bank Name: \_\_\_\_\_ Last 4 of acct #: \_\_\_\_\_

Did you apply for or receive an IP PIN from IRS? Y N If yes, we must have that letter with the number.

Do you want to allocate money (\$3) to the Presidential Election Campaign Fund? Self: Yes No Spouse: Yes No

**DEPENDENTS**

Name	Date of Birth	Social Security #	Relationship

**Do your dependent children or other dependents have income from any source? Yes / No**

**If yes, have they filed their taxes? Yes / No Are we preparing their taxes? Yes / No**

**Child care expenses (bring the statements from the child care provider with tax ID numbers):**

Child's name for which the expenses were paid \_\_\_\_\_

Total paid to child care facility/individual \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Income From:***(Bring all documents)*

<input type="checkbox"/> W-2	<input type="checkbox"/> Partnership or S Corp (K1)	<input type="checkbox"/> Social Security
<input type="checkbox"/> Interest	<input type="checkbox"/> Rental or Farm	<input type="checkbox"/> Sales of Property/Land/Home
<input type="checkbox"/> Dividends/Cap Gains	<input type="checkbox"/> Estates or Trusts	<input type="checkbox"/> State tax refund
<input type="checkbox"/> 1099-R Pension Distribution	<input type="checkbox"/> 1099-Misc/1099-NEC	<input type="checkbox"/> Business
<input type="checkbox"/> IRA distribution/rollover	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Gambling / Prizes / Tips / Other
<input type="checkbox"/> Roth IRA Conversion	<input type="checkbox"/> 1099C or 1099A (cancelled debt)	<input type="checkbox"/> Receive Alimony \$ _____
<input type="checkbox"/> Annuity rollover or transfer	<input type="checkbox"/> Sale of stocks, etc.	Year you were divorced _____

**Did You:***(Bring all documents)*

<input type="checkbox"/> Adopt a child last year	<input type="checkbox"/> Exercise any Stock Options	<input type="checkbox"/> Set up a trust
<input type="checkbox"/> Pay Alimony \$ _____	<input type="checkbox"/> Contribute to an IRA, SEP or Keogh	<input type="checkbox"/> Purchase a home
Year you were divorced _____	(Do you plan to?)	<input type="checkbox"/> Pay estimated tax:
<input type="checkbox"/> Pay Student Loan Interest	<input type="checkbox"/> Contribute/Convert to a Roth IRA	Date: _____ \$ _____
<input type="checkbox"/> Give gifts over \$17,000 to any person in 2023	in 2023 (Do you plan to?)	_____ \$ _____
		_____ \$ _____
<input type="checkbox"/> Have money or investments in foreign accounts or virtual currency accounts.		

**Did you have Marketplace health insurance? You MUST provide us the Form 1095-A.** If you did not receive one by mail, you can print a copy by logging in to your marketplace account here: <https://www.healthcare.gov/tax-form-1095>

**Un-reimbursed Medical Expenses: (only deductible if the total medical exceeds 7.5% of your income)**

Prescriptions	\$ _____
Doctors/Hospital/Dentist/Co-Pay Amounts	\$ _____
Health/dental/cancer insurance- <i>not pre-tax payroll deducted</i>	\$ _____
Long term health care insurance premiums	self \$ _____ spouse \$ _____
Medical mileage _____	

**Taxes Paid:**

Real estate tax – main home	\$ _____	Sales Tax Paid on: home improvements, titled vehicles-cars, boats, ATVs, etc.	\$ _____
Land/Vacation or 2nd home	\$ _____	Sales tax paid on <b>all</b> purchases (you added all your own sales tax)	\$ _____

**Interest Paid:**

- Home mortgage loan interest (bring Form 1098)
- Home equity loan interest (bring form 1098) This is NOT deductible unless the money is used to improve, build, buy your main home. If funds are used to pay for other things or consolidate debt, it is NOT deductible.
- Mortgage interest paid to an individual (provide name, address, SS# of that person)

**Contributions to registered non-profit organizations** (worksheet on our website)

Cash and checks - provide details	\$ _____
Clothes, furniture, etc. ( <b>itemized separately if over \$500</b> )	\$ _____
Charitable mileage – enter miles	_____

*\*There are specific rules for charitable deductions – you MUST provide proof to our office in order to take the deduction.\**

Teacher classroom supplies grades K-12. Grade you teach \_\_\_\_\_ \$ \_\_\_\_\_

**College related information \*\* You MUST provide form 1098-T and supporting docs to receive education credits\*\***

Person it was paid for: \_\_\_\_\_

What year student were they during 2023? \_\_\_\_\_

Tuition & fees paid to institution in 2023: \_\_\_\_\_

\*\*Form 1098-T may need to be printed from the student's online portal, and should be located under the tax statement section.\*\*

Required classroom books, supplies, and equipment paid in 2023: \_\_\_\_\_

If tuition was paid by a pre-paid college fund, provide Form 1099-Q, Payments from Qualified Education Programs.

If interest was paid on education loans, provide form 1098-E, Student Loan Interest Statement.

Please provide Payment History Report that shows proof of tuition costs and payments. This can be printed from the student's online portal, located under the Student Financial Account section.

**\*\*NEW FOR 2023\*\***

**Energy Credits:**

Energy Credits are back with higher annual limits and NO lifetime maximum. If you replaced or installed solar equipment, A/C, windows, doors, insulation, water heater or other energy efficient property in your principal residence or a second home, include credit documentation, if applicable, and receipts. This does not apply to investment properties or new roofing.

If you purchased a New clean vehicle, include the purchase documents and credit documentation.

(Must meet the MSRP limits of \$55k for cars and \$80k for vans, SUVs and trucks, meet battery mineral requirements and have final assembly in North America.)

If you purchased a Pre-Owned clean vehicle, include the purchase documents and credit documentation.

(Must be a 2021 year model or older, purchased for \$25k or less, the first transfer of the vehicle, and be purchased from a dealer to qualify for the credit. You cannot have claimed another used clean vehicle credit in the 3 years prior to the purchase date of the vehicle.)

**Virtual Currency:**

Do you own, or did you purchase, sell, or use virtual currency on any level? Y\_\_\_N\_\_\_ If yes, provide statements.

This would be accounts using cryptocurrency such as Robinhood, Crypto, Coinbase, Blockchain, etc.

Did you receive form 1099-K for any web-based transactions? Y\_\_\_ N\_\_\_ If yes, provide statements.

This would be accounts such as Cash App, Venmo, Paypal, Apple Pay, etc.

**\*\*You will need to check your account for Tax Statements if you have any of the above mentioned accounts.\*\***

**Additional notes, information, questions, or comments:**