



710 Bridge Street
New Cumberland, Pennsylvania 17070
Telephone: (717) 774-8129
Fax: (717) 774-8134

Daniel W. Boreman, CPA
Matthew D. Babb, CPA

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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 2023 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 under resources. Also, as a reminder, we do require payment (cash or check) 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 15th. 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, please contact our office by April 3rd, 2024.

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

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: _____

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 2023.
- ___ 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 2022 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 2023)

MEDICAL EXPENSES

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

TAXES

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

INTEREST

Home mortgage- 1st * \$ _____
 Home mortgage- 2nd * \$ _____
 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 (65.5¢/mile) _____ **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	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____