

*Barrett Accounting and Tax LLC
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January 10, 2023

Hello,

Enclosed is your 2022 Tax Organizer that will assist you in assembling your tax information. For clients that reported rental or self-employment activities in 2021, we included your 2021 Schedule C (self-employed) or Schedule E (rental) activities to assist in submitting your 2022 business or rental information.

When you have all your 2022 tax information assembled, please drop off, mail or submit your information to us via our secure portal at www.barrettaccountingandtax.com.

If you need to discuss a particular tax issue, please feel free to call or email me. One of our team members will contact you if we are missing any information or if we have questions while preparing your tax return or identifying tax planning opportunities.

We make every effort to complete each tax return in a timely manner however, we cannot guarantee timely completion for returns with tax information received after March 23, 2023. If you wish to have your tax returns prepared after March 23, a convenience fee will be added to your final invoice to ensure a filing before April 11, 2023.

You can always request we file a timely extension on your behalf (*no cost to returning clients*) *please email your extension request before March 23, 2023.*

If you have any administrative questions, please call our Office Manager, Tanya Kittle at 847-550-0788.

Thank you for allowing us to serve you and we appreciate your business.

A handwritten signature in black ink that reads "Art Barrett". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Art Barrett, CPA

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2022
TAX ORGANIZER

Taxpayer Information	Spouse Information
Last name <u>A new client</u>	Last name..... _____
First name	First name
Middle Initial..... _____ Suffix..... _____	Middle Initial..... _____ Suffix..... _____
Social security number	Social security number
Occupation	Occupation..... _____
Work phone	Work phone..... _____
Cell phone	Cell phone
E-mail address..... _____	E-mail address..... _____
Date of birth..... _____	Date of birth
Address	Apartment number..... _____
City	State..... _____ ZIP Code..... _____
Home phone..... _____	Fax number

Dependent Information					
First name	MI	Social Security Number	Date of Birth	Months Lived with Taxpayer	Child Care Expense
Last name	Suffix	Relationship			

Child and Dependent Care Provider Expenses			
Name	Address	ID Number	Amount Paid

Education Tuition and Fees
 Attach all Form 1098-Ts and a list of your qualified education expenses.

Student Loan Interest Paid
 Enter total 2022 qualified student loan interest..... _____

Attach Form(s) W-2 – Wages, Salaries, Tips and Other Compensation

Employer Name	2021 Amount
_____	_____
_____	_____
_____	_____

Attach Form(s) 1099-R – Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAs, etc

1099-R Payer Name	2021 Amount
_____	_____
_____	_____
_____	_____

Attach Form(s) SSA-1099 – Social Security/Railroad Benefits

	Taxpayer	Spouse
Social Security Benefits from Form SSA-1099	_____	_____
Railroad Retirement Benefits from Form RRB-1099	_____	_____
Medicare B premiums withheld	_____	_____
Medicare C premiums withheld	_____	_____
Medicare D premiums withheld	_____	_____

Attach Form(s) 1099-MISC – Miscellaneous Income and 1099-NEC

1099-MISC Payer Name and 1099-NEC Payer Name

Attach Form(s) 1099-INT – Interest Income

1099-INT Payer Name	2021 Amount
_____	_____
_____	_____
_____	_____
_____	_____

Attach Form(s) 1099-DIV – Dividend Income

1099-DIV Payer Name	2021 Amount
_____	_____
_____	_____
_____	_____
_____	_____

Attach Form(s) 1099-B, 1099-S – Sales of Stocks, Bonds, Real Estate, etc
 Attach all stock sale transaction information, including initial cost information.

Other Government Forms to attach:
 Form(s) 1099-G – Certain Government Payments, Schedule K-1s – Partnership, S-Corporation, Trust or Estate Income, Form(s) W-2G – Gambling or Lottery Winnings, Form(s) 1099-Q – Payments from Qualified Education Programs

Other Income:
 Alimony, jury duty, unreported tips, disability income, etc. Business, rentals, farms: Attach income and expenses for any business, rental or farm you own. Include a list of all new equipment acquired this year, including date of purchase and cost.

	Taxpayer	Spouse
Retirement Plan Contributions		
Traditional IRA contributions made for 2022	_____	_____
Roth IRA contributions made for 2022	_____	_____
SEP, Keogh, Individual 401(k) or SIMPLE Contributions	_____	_____

Medical and Dental Expenses	2022 Amount	2021 Amount
Prescription medications.....	_____	_____
Health insurance premiums	_____	_____
Doctors, dentists, etc	_____	_____
Hospitals, clinics, etc	_____	_____
Eyeglasses and contact lenses	_____	_____
Miles driven for medical purposes.....	_____	_____
Other medical and dental expenses: _____	_____	_____
Taxes	2022 Amount	2021 Amount
Real estate taxes paid on principal residence	_____	_____
Real estate taxes paid on additional homes or land	_____	_____
Auto license registration fees based on the value of the vehicle	_____	_____
Other personal property taxes	_____	_____
Interest Expenses		
Home mortgage interest paid – Attach Form(s) 1098. Lender's Name	2022 Amount	2021 Amount
_____	_____	_____
_____	_____	_____
Points paid on loan to buy, build or improve main home Lender's Name	2022 Amount	
_____	_____	
Cash/Check/Credit Contributions	2022 Amount	2021 Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Noncash Charitable Contributions		
Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.		
Miscellaneous Deductions	2022 Amount	2021 Amount
Union and professional dues	_____	_____
Professional subscriptions, books, supplies	_____	_____
Uniforms and protective clothing (including cleaning)	_____	_____
Job search costs	_____	_____
Taxpayer educator expenses.....	_____	_____
Spouse educator expenses	_____	_____
Tax return preparation fees	_____	_____
Safe deposit box rental	_____	_____
Gambling losses (to the extent of gambling income)	_____	_____
Other expenses (list): _____	_____	_____

	Yes	No
1 Did a lender cancel any of your debt in 2022? (Attach any Forms 1099-A or 1099-C).....	<input type="checkbox"/>	<input type="checkbox"/>
2 Did you make energy efficient improvements to your home or purchase any energy-saving property during 2022? If yes, please attach details.....	<input type="checkbox"/>	<input type="checkbox"/>
3 Did you purchase a motor vehicle or boat during 2022 ?..... If yes, attach documentation showing sales tax paid.	<input type="checkbox"/>	<input type="checkbox"/>
4 Did you purchase a hybrid or electric vehicle in 2022? If yes, enter year, make, model, and date purchased: _____	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you donate a vehicle in 2022? If yes, attach Form 1098C.....	<input type="checkbox"/>	<input type="checkbox"/>
6 What was the sales tax rate in your locality in 2022 ? _____ % State ID	<input type="checkbox"/>	<input type="checkbox"/>
7 Did your marital status change during 2022?..... If yes, explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
8 Were you or your spouse permanently and totally disabled in 2022?	<input type="checkbox"/>	<input type="checkbox"/>
9 Do you have dependents who must file?.....	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you have children who are under age 19 or a full time student under age 24 with investment income greater than \$2,300?...	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you provide over half the support for any other person during 2022?	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you incur adoption expenses during 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
13 Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?.....	<input type="checkbox"/>	<input type="checkbox"/>
14 Did you receive any disability payments in 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
15 Did you receive tip income not reported to your employer?	<input type="checkbox"/>	<input type="checkbox"/>
16 Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in 2022 ? If yes, attach closing or escrow statements, 1099-C or 1099-A forms..... b If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it?.....	<input type="checkbox"/>	<input type="checkbox"/>
17 Did you incur any casualty or theft losses during 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
18 Did you incur any non-business bad debts?.....	<input type="checkbox"/>	<input type="checkbox"/>
19 Did you pay any individual for domestic services in 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
20 Did you take a retirement account distribution related to the corona virus or a natural disaster?	<input type="checkbox"/>	<input type="checkbox"/>
21 Did you buy or sell any stocks or bonds in 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
22 Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	<input type="checkbox"/>	<input type="checkbox"/>
23 Did you incur any moving expenses? If yes, attach details.....	<input type="checkbox"/>	<input type="checkbox"/>
24 Did you receive any income not included in this Tax Organizer?..... If yes, please attach information.	<input type="checkbox"/>	<input type="checkbox"/>
25 Do you expect your income and deductions in 2023 to be the same as 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
26 Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please attach.....	<input type="checkbox"/>	<input type="checkbox"/>
27 At any time during 2022, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	<input type="checkbox"/>	<input type="checkbox"/>
28 a Did you obtain a Paycheck Protection Program (PPP) loan?	<input type="checkbox"/>	<input type="checkbox"/>
b If yes, has any portion of that loan been forgiven?	<input type="checkbox"/>	<input type="checkbox"/>
29 If you paid any alimony, enter recipient's SSN: _____ Alimony paid: _____	<input type="checkbox"/>	<input type="checkbox"/>
30 Enter your state of residence..... Taxpayer _____ Spouse _____	<input type="checkbox"/>	<input type="checkbox"/>
31 a Do you want to change the language with which the IRS communicates with you?	<input type="checkbox"/>	<input type="checkbox"/>
b If yes, which language?.....	<input type="checkbox"/>	<input type="checkbox"/>

Electronic Filing and Direct Deposit of Refund

If your tax return is eligible for Electronic Filing, would you like to file electronically?.....	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a voided check (not a deposit slip) if your bank account information has changed. What type of account is this?.....	Checking	Savings
	<input type="checkbox"/>	<input type="checkbox"/>

Estimated Tax Paid

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

Additional Information (Enter any additional information here and attach any documents.)

Business Income and Expenses

GENERAL INFORMATION

Is this activity a qualified trade or business under Section 199A? Yes No

1 Check ownership Taxpayer Spouse Joint

2 Business name

3 a Business street address.....

b 1 City, State and Zip Code, or.....

2 Foreign country..... (not applicable)

4 Principal business/profession..... New client

5 Employer ID number.....

6 Business code (Preparer Use Only)

7 Was this business fully disposed of in a fully taxable transaction during 2022 ?..... Yes No

8 Accounting method:
 Cash Accrual Other (specify)

9 Method used to value closing inventory:
 Cost Lower of cost or market Other (explain)

	Yes	No
10 Was there a change in determining quantities, costs, or valuations between opening/closing inventory? (If yes, attach explanation)	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you materially participate in the operation of this business during 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you start or acquire this business during 2022 ?	<input type="checkbox"/>	<input type="checkbox"/>
13 a Did you make any payments in 2022 that require you to file Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
b If yes, did you or will you file all the required Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
14 At-risk determination:		
a Is all of the investment in this activity at risk?	<input type="checkbox"/>	
b Is some of the investment in this activity not at risk?	<input type="checkbox"/>	
15 Did you have unallowed passive losses in 2021 ?	<input type="checkbox"/>	<input type="checkbox"/>
16 a Treat all MACRS assets for this activity as qualified Indian reservation property?	<input type="checkbox"/>	<input type="checkbox"/>
b Treat all assets acquired after August 27, 2005 as qualified GO Zone property?.....	Regular <input type="checkbox"/>	Extension <input type="checkbox"/> No <input type="checkbox"/>
c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property?	<input type="checkbox"/>	<input type="checkbox"/>
d Was this business located in a Qualified Disaster Area?	<input type="checkbox"/>	<input type="checkbox"/>

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME		2022	2021
17	Gross receipts or sales.....		
18	Returns and allowances plus other adjustments.....		
19	Other income (include federal/state gas tax credit/refund)		

COST OF GOODS SOLD – IF APPLICABLE		2022	2021
20	Inventory at beginning of year		
21	Purchases		
22	Items withdrawn for personal use		
23	Cost of labor (do not include your salary)		
24	Materials and supplies		
25	Other costs		
26	Inventory at end of year.....		

Business Income and Expenses (continued)

ORG19

EXPENSES	2022	2021
Business name _____		
27 Advertising		
28 Car and truck expenses (complete ORG18).....		
29 Commissions and fees		
30 Contract labor		
31 Depletion		
32 Depreciation and Section 179 deduction (Preparer Use Only).....		
33 Employee benefit programs:		
a Employee health insurance premiums		
b Other employee benefit programs		
34 Insurance (other than health)		
35 Self-employed health insurance attributable to this business.....		
36 Interest:		
a Mortgage paid to banks not reported to you on Form 1098.....		
b Other		
37 Legal and professional services		
38 Office expenses		
39 Pension and profit-sharing plans		
40 Rent or lease:		
a Machinery and equipment (enter vehicle lease on ORG18)		
b Other business property.....		
41 Repairs and maintenance		
42 Supplies (not included in cost of goods sold)		
43 Taxes and licenses not reported to you on Form 1098.....		
44 Travel and meals		
a Travel.....		
b Meals subject to 50% limit.....		
c Meals subject to 80% limit.....		
d Meals not subject to limit		
45 Utilities		
46 Gross wages		
47 Other expenses:		

48 Expenses for business use of your home (Preparer Use Only).....		
Complete ORG20 for Business Use of Home.		
49 Qualified pension plan start-up costs		
50 DPAD (line 6) from cooperative(s) with tax year beginning before Jan. 1, 2018.....		
51 DPAD (line 6) from cooperative(s) with tax year beginning after Dec. 31, 2017		

Rent and Royalty Income and Expenses

BASIC PROPERTY INFORMATION

Property description: _____
 Property type: * _____ If type is other, enter a description: _____
 Location (street address): New client
 City: _____ State: _____ Zip: _____
 If a foreign address: Foreign province or state: _____
 Foreign postal code: _____ Foreign Country: (not applicable)

Is this activity a qualified trade or business under Section 199A? Yes No

1 Check property owner Taxpayer Spouse Joint Yes No

2 a Did you make any payments that would require you to file Form(s) 1099? Yes No
 b If yes, did you or will you file all required Forms(s) 1099? Yes No

3 a Enter the ownership percentage (if not 100%) _____
 b If not 100%, are you reporting 100% of the income and expenses? Yes No

4 Is this a rental property? (If yes, answer questions 5 through 11; if no, skip to question 12.) Yes No

5 Did you have personal use of this property or rent it for part of the year at less than fair rental value? Yes No

6 For all rental properties, enter the number of days during 2022 that:
 a The property was rented at fair rental value _____
 b The property was used personally or rented at less than fair rental value _____
 c You owned the property, if not the entire year _____

7 a Does this rental have multiple living units and you live in one of the units? Yes No
 b If yes, enter percentage of rental use _____

8 Did you actively participate in this property's management during 2022? Yes No

9 Did you materially participate in this property's management during 2022? Yes No

10 Do you want to treat this property as non-passive? Yes No

11 Did this property have unallowed passive losses in 2021? Yes No

12 Did you dispose of this property in a fully taxable transaction? Yes No

13 Check this box if some of this investment was not at-risk Yes No

14 a Treat all MACRS assets for this activity as qualified Indian reservation property? Yes No
 b Treat all assets acquired after August 27, 2005 as qualified GO Zone property? Regular Extension No
 c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? Yes No
 d Was this activity located in a Qualified Disaster Area? Yes No

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME	2022	2021								
15 Rents or royalties received										
<p style="text-align: center;">* Property Types:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 Single family residence</td> <td style="width: 50%;">5 Land</td> </tr> <tr> <td>2 Multi-family residence</td> <td>6 Royalties</td> </tr> <tr> <td>3 Vacation/short-term rental</td> <td>7 Self-rental</td> </tr> <tr> <td>4 Commercial</td> <td>8 Other</td> </tr> </table>			1 Single family residence	5 Land	2 Multi-family residence	6 Royalties	3 Vacation/short-term rental	7 Self-rental	4 Commercial	8 Other
1 Single family residence	5 Land									
2 Multi-family residence	6 Royalties									
3 Vacation/short-term rental	7 Self-rental									
4 Commercial	8 Other									

Rent and Royalty Income and Expenses (continued)

EXPENSES	2022	2021
Property location <u>New client</u>		
16 Advertising		
17 a Automobile (complete ORG18 for autos).....		
b Travel.....		
18 Cleaning and maintenance		
19 Commissions.....		
20 a Mortgage insurance premiums – qualified		
b Other insurance		
21 Legal and professional fees		
22 Management fees		
23 a Mortgage interest paid to banks – qualified.....		
b Mortgage interest paid to banks – other.....		
24 Other interest		
25 Repairs.....		
26 Supplies.....		
27 a Real estate taxes.....		
b Other taxes.....		
28 Utilities		
29 Other expenses:		
a _____		
b _____		
c _____		
d _____		
e _____		
30 a Depreciation and Section 179 deduction (Preparer Use Only).....		
b Depletion (Preparer Use Only).....		