Midwest & Tax Services Bookkeeping

10100 E 65th STREET; STE A RAYTOWN, MISSOURI 64133
(816) 356-4500 FAX (816) 356-1030
www.Midwestbkpg.com

MEMBER
NATIONAL SOCIETY OF
PUBLIC ACCOUNTANTS
MISSOURI SOCIETY
OF ACCOUNTANTS

Dear Client,

A lot is happening at Midwest this year – Janet will be retiring after 45 years at the end of Tax Season. Melissa and Cindy with the assistance of our new employees will continue to provide the service you have come to expect.

Our datasheet will be available on our website by January 15th. We encourage our clients to upload tax documents to the portal at your convenience. We have a new system in place that will track your return & provide updates while in our office. Everyone will be required to answer a few questions before we can begin work on your 2022 return. However, the tax organizer may not be enough, and we wanted to bring some special items to your attention below. It is our attempt to be as thorough as possible in the preparation of your return.

The due date for certain business returns remains the same. S Corporations and Partnership returns are still due on **March 15. Penalties are steep for late filed returns so it is imperative that you provide us with your information for these returns <u>before March 1</u>.** We will need a complete set of financial reports (Balance sheet & Income statement) as well as tax forms uploaded to the portal. If you need assistance with accounting/bookkeeping, please let us know. We have a few spots available for new accounting clients.

<u>Security and Identity Theft</u>
The IRS has determined that one of the prime targets of data theft is tax preparation companies. Because so many electronic intruders get in via email attachments, PLEASE DO NOT EMAIL ANY DOCUMENTATION WITH THE FOLLOWING: SOCIALS SECURITY NUMBERS OR BANK ACCOUNT INFORMATION!!! It is our office policy to not provide you anything via email that would contain this information as well, all copies of the tax return will be provided thru our client portal for you to download, print, securely send to anyone you feel may need it.

<u>Children/Student Tax Returns</u>
To ensure everyone gets the appropriate credits, your dependents should **not** file their tax return **until after** your return is completed. If they file their return in error it could create a reject on your return and cause YOU to lose out on credits/deductions you are legally entitled to.

<u>Tax Planning & Consultations</u>
We view proper tax planning as a crucial step to your success. Many of you experienced changes in 2022- did you change jobs, take extra money from retirement accounts, inherit money, harvest capital gains/losses from stock sales, or start a new business?
Due to increased demand for specialized services, we will be implementing a tiered service package for tax preparation & planning. Please see the following pages for more information for what is included in each tier. When you book your appointment, please notate which package (Gold/Silver/Bronze) best suits your needs.

Mileage rates for 2022: Business- 58.5 cents	**Charitable- 14.0 cents**	**Medical- 18.0 cents**
Mileage rates for 2023: Business- 62.5 cents	**Charitable- 14.0 cents**	**Medical- 22.0 cents**

Hours of Operation: BY APPOINTMENT ONLY- please book an appointment online from our website
Extended Tax season hours: (February - April) Monday- Friday 8-5pm (closed for lunch 12-1)
Regular hours: (May thru January) Monday-Thursday 8-4:30 (closed for lunch 12-1)

Please make sure that you make an appointment to drop off and pick up your information. We will again be scanning your information and returning it to you when you drop off your documents.

Thank you again for your continued support and many referrals. We greatly appreciate working with you each and every year.

Sincerely,
Midwest Bookkeeping & Tax Service

2022 Tax Return Packages

- **Bronze Package:**
  - For the client who wants the piece of mind knowing tax compliance needs have been met.
- **Silver Package:**
  - For the clients who want personal advice on short term, long term, and life goals
- **Gold Package:**
  - For the clients who wants assistance managing business decisions or requires guidance through major changes

Features	Bronze	Silver	Gold
Tax Return Preparation	Included	Included	Included
Final Review Tax Return	Tax Summary in Client package	Loom video or 15 min phone call	Live Teams Meeting
Estimated Quarterly Taxes	Standard Voucher	Standard Voucher	Personalized Voucher
Tax Projection Worksheet	N/A	Basic	Personalized
Extension	N/A	Additional $50 fee	Included
Support:			
Email/Text	Limited	Unlimited	Unlimited- priority
Phone Call	N/A	Limited	Unlimited- priority
Email/Text/Phone returned within:	5 business days	3 business days	1 business day
Mid-Year Checkups	N/A	August	May & November
Additional returns sent to 3rd Parties	N/A	Limited	Unlimited
Additional Features:			
Secure Client Portal	Unlimited	Unlimited	Unlimited
E-Signature	Included	Included	Included
Trusted Advisor & Tax Compliance Guarantee	Included	Included	Included
Government Notices Review	N/A	Included	Included
Government Notices Response	N/A	N/A	Included
Base Price:	**$305***	**$625***	**$1375***

*additional forms/complexity will increase price- before we start on your return we will give you a personalized quote.

Questions

Please check the appropriate box and include all necessary details and documentation.

Personal Information

	Yes	No
Did your marital status change during the year? If yes, explain: ______________________________	p	p
Did you live separately from your spouse during the last six months of the year?	p	p
Do you have a separate decree, instrument, or agreement and are not living in the same household by the end of the year?	p	p
Did your address change from last year?	p	p
Can you be claimed as a dependent by another taxpayer?	p	p
Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?	p	p
Do you, your spouse (if applicable), and any dependents have a taxpayer identification number (SSN, ITIN, or ATIN)?	p	p
Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter for filing returns in 2022.	p	p
Did you reside in or operate a business in a Federally declared disaster area? The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.	p	p

COVID-19 Information

	Yes	No
Did you receive State and Local Fiscal Recovery Funds (SLFR) under a program to support those negatively impacted by the COVID-19 pandemic for helping you with your mortgage insurance and/or home purchases, such as funds to pay some or all of the down payment and closing costs associated with your purchase of a home?	p	p
Did you receive a Paycheck Protection Program (PPP) loan?	p	p
If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness?	p	p
Are you a telecommuting employee that was required to "shelter in place" due to local COVID-19 protocols while working in a state that was not your home state?	p	p
Did you pay emergency sick leave wages to a household employee?	p	p
Did you pay emergency family leave wages to a household employee?	p	p
Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?	p	p

Dependent Information

	Yes	No
Were there any changes in dependents from the prior year? If yes, explain: ______________________________	p	p
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,300?	p	p
Do you have dependents who must file a tax return?	p	p
Did you provide over half the support for any other person(s) other than your dependent children during the year?	p	p
Did you pay for child care while you worked, looked for work, or while a full-time student?	p	p
Is there any other person(s) who lived with you more than half the year but not claimed by you last year?	p	p
Did you pay any expenses related to the adoption of a child during the year?	p	p
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	p	p

Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter for use during 2022	p	p

Purchases, Sales and Debt Information

Did you start a new business or purchase rental property during the year?	p	p
Did you sell, exchange, or purchase any assets used in your trade or business?	p	p
Did you acquire a new or additional interest in a partnership or S corporation?	p	p
Did you sell, exchange, or purchase any real estate during the year?	p	p
Did you purchase or sell a principal residence during the year?	p	p
Did you foreclose or abandon a principal residence or real property during the year?	p	p
Did you acquire or dispose of any stock during the year?	p	p
Did you take out a home equity loan this year?	p	p
Did you refinance a principal residence or second home this year?	p	p
Did you sell an existing business, rental, or other property this year?	p	p
Did you lend money with the understanding of repayment and this year it became totally uncollectable?	p	p
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	p	p
Did you purchase a qualified plug-in electric drive vehicle this year?	p	p

Income Information

Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	p	p
Did you receive any income from property sold prior to this year?	p	p
Did you receive any unemployment benefits during the year?	p	p
Did you receive any disability income during the year?	p	p
Did you receive any Medicaid waiver payments as difficulty of care during the year?	p	p
Did you receive tip income not reported to your employer this year?	p	p
Did any of your life insurance policies mature, or did you surrender any policies?	p	p
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	p	p
Did you receive any income considered to be nonemployee compensation?	p	p
Did you receive a Form 1099-K, 1099-MISC, 1099-NEC, or other income statement for work done in what is commonly referred to as the "gig" economy?	p	p
Do you expect a large fluctuation in income, deductions, or withholding next year?	p	p
Did you have any sales or other exchanges of digital assets (including from an airdrop or a hard fork, or used digital assets to pay for goods or services?	p	p

Retirement Information

Are you an active participant in a pension or retirement plan?	p	p
Did you receive any Social Security benefits during the year?	p	p
Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	p	p
If yes, were any withdrawals due to a Federally declared disaster?	p	p
If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2022?	p	p
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	p	p
Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	p	p

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	p	p
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?	p	p

Did anyone in your family receive a scholarship of any kind during the year?	p	p
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?	p	p
Did you make any withdrawals from an education savings or 529 Plan account?	p	p
If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account?	p	p
Did you make any contributions to an education savings or 529 Plan account?	p	p
Did you pay any student loan interest this year?	p	p
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	p	p
Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education?	p	p

Health Care Information

Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent.	p	p
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act?	p	p
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family?	p	p
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	p	p
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	p	p
Did you pay long-term care premiums for yourself or your family?	p	p
Did you make any contributions to an ABLE (Achieving a Better Life Experience) account?	p	p
Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account?	p	p
If you are a business owner, did you pay health insurance premiums for your employees this year?	p	p

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year?	p	p
If yes, did the loss occur in a Federally declared disaster area?	p	p
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	p	p
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)?	p	p
If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.		
Did you donate a vehicle or boat during the year?.	p	p
Did you pay real estate taxes for your primary home and/or second home?	p	p
Did you pay any mortgage interest on an existing home loan?	p	p
Did you incur interest expenses associated with any investment accounts you held?	p	p
Did you make any major purchases during the year (cars, boats, etc.)?	p	p
Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?	p	p

Miscellaneous Information

Did you make gifts of more than $16,000 to any individual?	p	p
Did you utilize an area of your home for business purposes?	p	p
Did you engage in any bartering transactions?	p	p
Did you retire or change jobs this year?	p	p
Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?	p	p
Did you pay any individual as a household employee during the year?	p	p

Did you make energy efficient improvements to your main home this year?	p	p
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	p	p
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	p	p
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	p	p
Did you receive correspondence from the State or the IRS? If yes, explain: ______________________________	p	p
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?	p	p
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	p	p

2022 Data Sheet:

CONFIDENTIAL INFORMATION FOR PREPARING INCOME TAX RETURNS

Important!!! It is important to get this to us promptly but it's far more important for it to be complete when we receive it. Take your time, complete it before you bring it in. There will be an additional charge for any returns that have to be reworked due to your request for changes that were not originally supplied to us. Minimum rework fee is $50

	Taxpayer		Spouse	
Name	______________________		______________________	
SSN:	______________________		______________________	
DOB:	______________________		______________________	
Primary Contact #	______________________	cell / work home	______________________	cell / work home
E-Mail*	______________________		______________________	

**the email addresses above will be used for your portal & E-Signature unless otherwise noted.

Occupation	______________________	______________________
Address:	______________________	Bank Acct for refund:
	______________________	______________________
		______________________

Filing Status: Check One
This is your status as of 12/31/22

_______ Single
_______ Married Filing Joint
_______ Married Filing Separately ***(enter spouse name and SS No above)***
_______ Head of Household
_______ Surviving Widow/Widower

Dependents: Children/Parents who lived with you AND received more than half of their support from you.
*If you have dependents please see the dependent credit section on page 2 for more possible credits

Name	Birth date	Relationship	# days lived in your home	SSN

*It is possible your dependent will need to file an individual tax return as well.

Additional Questions Required:

Did you sell/exchange virtual currency? ex bitcoin   YES _______ NO _______

Did you start a new business or side hustle?   YES _______ NO _______

To the best of my knowledge the enclosed information is correct and includes all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records. Failure to provide accurate stimulus amount or advance child tax credit info will delay the processing of your return at the IRS.

Sign ____ Date ______________

Sign ____ Date ______________

If we **did not** prepare your 2021 Income Taxes, please upload a copy of those returns. Physical copies will be returned to you when we have completed your income taxes.

OFFICE HOURS:
Monday-Friday 8:00 to 5:00- **appointment requirec**
please visit our website to Book all appointments online.

When complete, upload to portal or drop off (with appointment) to:
MIDWEST BOOKKEEPING & TAX SERVICE
10100 E. 65th St Ste A
Raytown, MO 64133
Phone/text (816)356-4500 Fax (816)356-1030
midwestbkpg@gmail.com

TAX PREP CHECKLIST
(PERSONAL TAX RETURNS)

*attach all applicable documents and provide to Midwest Bkpg via portal upload

GENERAL:

- ☐ Full Name, SSN & DOB
- ☐ Copy of last year's tax return
- ☐ Dependents Name, SSN & DOB
- ☐ Driver's license
- ☐ Phone number/Email
- ☐ Banking information

INCOME:

- ☐ W2's from all employers
- ☐ Unemployment
- ☐ Retirement or Social Security
- ☐ 1099 from all other income
  - ☐ Bank interest
  - ☐ Dividends
  - ☐ Crypto sales/exchanges
  - ☐ Brokerage statements
  - ☐ Employee Stock Options
- ☐ W2-G from Lottery/Gambling
- ☐ K-1's from Partnerships/S-Corps/ Trusts/Estates
- ☐ Business or side hustle income
  - o Complete Data sheet page 5
  - o I started a new business this year
- ☐ Rental Property
  - o Complete Data sheet page 6
  - o I purchased a new property this year

ITEMIZED DEDUCTIONS/SCHEDULE A:

- ☐ Charitable Contributions/QCD
- ☐ Mortgage Interest
- ☐ Real Estate/Property Taxes
- ☐ Medical Expenses subtotaled on next page
  - ☐ Doctor/Nursing Home
  - ☐ Prescriptions
  - ☐ Long-Term Care Insurance
  - ☐ Supplemental Insurance

OTHER:

- ☐ Student loan interest (form 1098)
- ☐ Education Credits (form 1098-T)
- ☐ Contributions to 529 account
- ☐ Distributions from 529 account: 1099-Q
- ☐ Daycare/Childcare Credits (with receipt)
- ☐ Gifts in excess of $15,000 given or received
- ☐ Health Savings Acct- form 5498/1099SA
- ☐ ACA Health Care- form 1095-A
- ☐ Contributions to IRA or ROTH IRA
- ☐ Estimated Tax Payments- federal/state
- ☐

Trusted Contact- this is a person we can contact if you are unable to be reached – no information will be disbursed- this is only a point of contact.

Name: Phone: Email:

However, if you do have a Power of Attorney- please provide a copy

Notes:

Additional Info:

MEDICAL EXPENSES:

Total all hospital, doctor, nurse bills & list only the net amount paid by you, after deducting Insurance reimbursements.

Medical/Dental Insurance premiun	$ ________	Medical Mileage - Number of Miles	________
Long Term Care Insurance	$ ________	Lodging, to obtain Medical Aid	$ ________
Prescriptions	$ ________	Dentures & Eyeglasses	$ ________
Doctors, Dentists, Hospital	$ ________	Other, please list on separate sheet	$ ________

YOU DO NOT NEED TO SEND US THESE RECEIPTS- ONLY THE TOTALS FOR THE ABOVE CATEGORIES

INTEREST PAID- include 1098 mortgage statement

Residential Mortgage Interest

Financial Institution	$ ________	Individuals(list name,address,SS#)	$ ________
Investment Loans	$ ________	________________	
Other(Itemize)________________	$ ________	________________	
		________________	

TAXES PAID- please include the receipt

Real Estate - City and County $ ________ Personal Property - City and County $ ________

Estimated Taxes	Federal	Paid on	State MO	Paid on	State KS	Paid on
1st Qtr 4/15/22	$ ____	____	$ ____	____	$ ____	____
2nd Qtr 6/15/22	$ ____	____	$ ____	____	$ ____	____
3rd Qtr 9/15/22	$ ____	____	$ ____	____	$ ____	____
4th Qtr 1/15/23	$ ____	____	$ ____	____	$ ____	____

RETIREMENT PLANNING:

Investment in IRA for YOU	$ ________	Investment in **ROTH** IRA for YOU	$ ________
Investment in IRA for YOUR SPOUSE	$ ________	Investment in **ROTH** IRA for YOUR SPOUSE	$ ________

CHARITABLE CONTRIBUTIONS:

Cash contributions (contribution of $250 or more to ONE charity must have a receipt from the receiving organization)

Please list to whom & how much

________________ $ ________ ________________ $ ________

________________ $ ________ ________________ $ ________

Contributions **OTHER THAN CASH** (attach receipts & values)

________________ $ ________

Please list the garage sale value of the items donated, we can't take a deduction if the items and values are not listed on the receipt

Use of Auto for Charity, list number of miles ________

Qualified Charitable Distribution (QCD) from your IRA account.

BUSINESS INCOME AND EXPENSES: **Please attach Profit/Loss statement or .complete below**

Name of Business____ EIN: ___________________

Did you participate in the daily operation of this business?_____If not, how many hours did you participate in 2022? _

Did you receive form 1099-k? Yes / No ex: square, stripe, paypal, venmo, etsy, other merchant accounts

Gross Sales/Receipts	$ ________	Beginning Inventory	$ ________
Commissions/Other Income	$ ________	Ending Inventory	$ ________
		Mdse. Withdrawn for personal use	$ ________
Merchandise Purchased	$ ________		
Advertising Expense	$ ________	Bank Service Charges	$ ________
Commissions Paid out- 1096 attached	$ ________	Computer Expenses	$ ________
Insurance- Business only not vehicle	$ ________	Dues and Subscriptions	$ ________
Health Insurance provided by Business	$ ________	Freight/Shipping	$ ________
Interest	$ ________	Laundry & Cleaning	$ ________
Legal & Professional Services	$ ________	Merchant Fees ** 1099-k	$ ________
Meals & Ent(100% of cost)	$ ________		
Office Supplies	$ ________	Payroll - Wages Paid - *please provide W-3 &*	
Rent	$ ________	*all 4 Qtrs of state unemployment reports*	
Repairs	$ ________	Contract Labor - *Please provide 1096*	
Supplies	$ ________		
Taxes & Licenses (non payroll)	$ ________	Other Expenses (Specify)	
Travel Expense	$ ________	Assets Purchased:	
Utilities	$ ________	________________________	$ ________
Telephone	$ ________	________________________	$ ________
		________________________	$ ________
Car and Truck Expenses	$ ________		
including gas and auto insurance			

If you use your personal auto in your business, **EXCLUDING** commuting to and from work, you may be entitled to a tax deduction for its business use. Provide us a detail of total actual miles.

Total Miles driven ________ Commuting miles ________ Business miles ________

Do you have another vehicle available for personal use? ________

Do you have **adequate record** or sufficient **WRITTEN EVIDENCE** to justify the deductions? ______________

Home Office Deductioi must be used regularly **AND** exclusively for business purp Yes / No

room sq ft: ________ whole house sq ft: ________

<u>RENT AND ROYALTY INCOME AND EXPENSES</u>

One page per property PROPERTY _____ of _____

If you use a property management company- please attach summary statement

If this is a new purchase please also provide closing documents

Address: ____

____

____

Number of days property was rented: ____________

Did you or a member of your family occupy any of the rental property listed above for more than the greater of 14 days or 10% of the total days rented at fair rental value during the year?_______________

Did you actively participate in the operation of each property during the tax year?____________

INCOME:

Rents Received	__________
Royalties Received	__________

EXPENSES:

Advertising	__________
Auto/Travel	__________
Cleaning/Maintenance	__________
Insurance	__________
Legal & Professional Fees	
Mortgage Interest	__________
Other Interest	__________
Repairs	__________
Supplies	__________
Taxes	__________
Utilities	__________
____________________________	__________
____________________________	__________
____________________________	__________

If you use your personal auto in your business, **EXCLUDING** commuting to and from work, you may be entitled to a tax deduction for its business use. Provide us a detail of total actual miles.

Total Miles driven	________
Commuting miles	________
Business miles	________

Do you have another vehicle available for personal use? ________

Do you have **adequate record** or sufficient **WRITTEN EVIDENCE** to justify the deductions? ______________