**Please complete this sheet and bring it with you when you drop off your tax info or arrive for your appointment.
Please provide email address so we can email this info sheet to you.
PLEASE BE SURE TO READ AND SIGN BOTTOM OF PAGE 3

TAX YEAR 2024

CLIENT INFORMATION SHEET

(Office Use)
DATE___________
APPT___DROP OFF___
NEW CLIENT___
EXISITING CLIENT___

DAMON TAX SERVICE

Ph: (315) 788-2779 Fax: (315) 782-8801 Web: www.damontax.com

NAME____SS#________________________DOB____________
JOB TITLE_________________________

SPOUSE______________________________________SS#________________________DOB____________
JOB TITLE_________________________
(Both spouses MUST sign the E-file Authorization forms with the completed tax return).

ADDRESS______________________________DAYTIME PHONE_________________ ***(Please supply best phone and Email info, in case we have questions in preparing your return)***
______________________________CELL OR EVENING________________
EMAIL_________________________

COUNTY______________________ SCHOOL DISTRICT_____________________

DEPENDANTS: *If the dependant resided with you for less than the full year (not counting temp. absences such as college, summer camp, etc), consult with one of our preparers at the time you drop your taxes off, or leave a note for us to call you. In the case of a recent separation between parents or parents living apart, accuracy is imperative.* ***As always – please call with any questions. (315) 788-2779.***

Name (First/M.I./Last)	DOB	SS#	Daughter/Son/Other	*Child care? (Attach Documentation) Yes	*Child care? (Attach Documentation) No	College? (Attach 1098-T) Yes	College? (Attach 1098-T) No

*****YOUR TAX REFUND OR AMOUNT DUE*****

Electronic Filing is mandatory for all qualifying Fed + NY State returns. We do not charge additional fees for electronic filing or direct deposit. If the return must be paper filed, a small service fee will apply.

DO YOU WANT DIRECT-DEPOSIT OF YOUR REFUNDS? YES___ NO___
BANK ACCOUNT TYPE: CHECKING___ SAVINGS___
DIRECT DEPOSIT INFO:
BANK_________________ROUTING #___________________ACCT #____________________

IF YOU OWE, DO YOU WANT DIRECT DEBIT FROM YOUR BANK ACCOUNT? YES___ NO___
BANK ACCOUNT TYPE: CHECKING___ SAVINGS___
DIRECT DEBIT INFO:
BANK_________________ROUTING #___________________ACCT #____________________

KEY ISSUES and NEW LEGISLATION

******THE IRS ESTIMATES IT WILL BEGIN ACCEPTING RETURNS ON JANUARY 27******

MARKETPLACE HEALTH INSURANCE

- **If you obtained health insurance through The Marketplace, SUPPLY US WITH THE 1095-A FORM you receive from the marketplace. This form is required in order to file your return.**

OTHER ISSUES

- **FEDERAL CHILD TAX CREDIT** The Federal Child Tax Credit remains at $2000.00 for each qualifying child.
- **STANDARD DEDUCTION** The Federal standard deduction has increased. Unreimbursed e*mployee* business expenses are no longer allowed on your *federal* return beginning with tax year 2019, going forward. They continue to be allowed on your state return. You should continue to account for them in an effort to itemize your deductions on your state return. The state and local tax (S.A.L.T.) portion of your federal itemized deductions is limited to $10,000.00. SEE IRS.GOV FOR INFO REGARDING THE 2023 STANDARD DEDUCTIONS**.**
- **ALTERNATIVE ENERGY CREDITS** (Residential Energy-Efficient Property Credit) – FEDERAL CREDIT IS INCREASED TO 30% of cost. NY State credit is 25%, up to $5000.00. (qualified solar electric property and water heating property). Installation costs *do* qualify.
- **RESIDENTIAL ENERGY CREDITS - IMPORTANT FOR PLANNING PROJECTS:** New increased credits are available beginning in 2023. SEE https://www.energystar.gov/about/federal_tax_credits and https://www.irs.gov/credits-deductions/home-energy-tax-credits
- **ELECTRIC VEHICLE CREDITS:** SEE https://www.irs.gov/credits-deductions/credits-for-new-clean-vehicles-purchased-in-2023-or-after
- **BUSINESS/STANDARD MILEAGE RATE** 67 cents per mile for business (self-employed) mileage. Again, this expense, as well as any other *EMPLOYEE* business expense, is not allowed as an itemized deduction on the federal return. See *Business Mileage & Expenses* under "substantiation," below.
- **EDUCATION CREDITS** The American Opportunity and Lifetime Learning Tax Credits remain intact for tax year 2024. Be sure to obtain a **1098-T** from the school, **as well as a record of payments which includes date of payment**, and retain receipts paid for books/equipment/materials needed (Amer Opportunity Credit only). A computer/printer will qualify if the computer is needed as a "condition of enrollment or attendance" at the school.
- **RETIREMENT SAVERS CREDIT** For voluntary contributions to 401k, IRA, etc. Small credit. Phases out, based on income and filing status.
- **EDUCATOR EXPENSE DEDUCTION** The deduction remains at maximum $300.00 for tax year 2024.

SUBSTANTIATION – The IRS will disallow and can impose both civil and criminal penalties on unsubstantiated claims. Naturally, receipts are needed to back all claimed expenses. The following are some specific areas that are regularly analyzed:

- **Business Mileage & expenses:** Business/self-employed taxpayers MUST maintain a mileage log. Record the beginning odometer reading and ending odometer reading (beginning of year and end of year or period of business use), daily business mileage, and tally the total business mileage for the year and present it to your preparer. Please call if you have any questions on mileage that qualifies, which can be referenced at **irs.gov.**
- **Charitable Contributions:** IRS states that if audited, they will disallow any charitable donations for which you do not have a receipt, cancelled check or letter from the charitable organization. For *our* records:
  - ***Cash donations*****:** write down the total.
  - ***Non-cash donations totaling less than $500.00:*** write down the total.
  - ***Non-cash donations totaling more than $500.00 for the year:*** Need date for each donation, description, fair market value (search "Salvation Army Valuation Guide"). Also search Schedule A and Form 8283.
- **Earned Income Credit:** Particularly analyzed by the IRS and NY State if you are self employed and claim this credit.

(Please read and sign bottom of page 3)

COMMON ITEMS THAT MAY TRIGGER A TAX CONSEQUENCE, FOR YOUR REVIEW. IF APPLICABLE, SUPPLY DOCUMENTATION/TOTAL $$ FOR EACH DURING TAX YEAR:

Received	***Paid***	***Other***
Interest/dividend income (incl. tax exempt)	Mortgage Interest (if itemizing)	Adoption
Sold stock	Real Estate taxes (if itemizing)	Separated/divorced during the year
Sold land/property	Estimated income tax pmts	Active Volunteer firefighter or ambulance for entire year
Self-employment income	College tuition (yourself and/or dependant)	Health Insurance Premiums
Rental income	Student loan interest	
Retirement/pension income	Alimony/Spousal support	
Early distribution?	Moving expenses	*** IRS-ENFORCED CHARITABLE CONTRIB. PROVISION:** Donor cannot claim a deduction for cash/check/monetary contribution during the year without a written receipt/letter/cancelled check.
Gift/Inheritance	IRA contributions/Deferred comp/401k	
Social security benefits	***Charitable contributions** (if itemizing)	
Lottery winnings	******Medical/dental expenses (if itemizing)	
Misc/1099 income		**** MEDICAL/DENTAL** Must exceed 10% of adjusted gross income. This expense applies only to taxpayers who itemize deductions.
Other income		
Alimony/spousal support (2018 and earlier)		

Please be sure to bring all W-2, 1099, 1098 forms and any other forms that appear to be tax/income-related.

As always, we will provide a copy of your completed tax return to you along with your original documents. **Please keep it accessible to you, as there is a PER PAGE FEE for additional copies for each tax year.** We are working on a client portal for secure access to your tax returns as well as secure communications.

DRIVER'S LICENSE REQUIREMENT NY State and other states require certain information from your driver's license (and your spouse's if married) to be input onto your state return before it can be filed. Please present your driver's license(s) to your preparer at your scheduled appointment, or when you drop your tax information off. Or include a legible copy (zoomed if needed) of the **front and back** of the license(s) with your paperwork.

WE ARE LOOKING FORWARD TO WORKING WITH YOU AGAIN THIS YEAR. SEE YOU SOON!

ATTESTATION: *By signing this form, I agree that I have read and understand this information sheet, and supplied all information truly and correctly, to the best of my abilities to Damon Tax Service.* ***I agree that I am responsible for reviewing and authorizing my completed return, and verifying the information it contains including social security numbers and spelling of all personal information.*** I agree to pay my bill, in full, to Damon Tax Service at the time of preparation. *I understand that a charge may apply for the preparation of an amended return if due to lack of information provided to my preparer.*

Please sign: ____________________________________ ________________________________date__________

Taxpayer *Spouse*