



713 North Third Street, Bardstown, KY 40004  
Phone: (502) 348-0276 Fax: (877) 344-0735 WWW.ONPOINTEFIRM.COM

Dear Client,

As important tax documents begin to arrive, we want to remind you which ones we need with your tax information. Your cooperation in providing all necessary information in an organized and timely fashion will help keep our fees to a minimum and ensure the timely filing of your tax return. If you can upload documents rather than mail them or drop them off, please do so. It is best to wait and upload all documents at one time if possible. The easiest way to securely upload information to us is through the **Click here to upload secure files** link found in the signature of each of our emails. Using this secure ShareFile link you will be prompted to enter your name and email address then easily upload your files. You will *not* be required to create a login or password and we will receive an automated email when you upload. *Also feel free to secure your documents in an envelope and use the drop box mounted to our office building to the left of the front door.*

As a reminder, here is a simple checklist of the annual information forms that we need, if applicable:

- **W-2 for wages**
- **W-2G for gambling**
- **1099-Int for interest**
- **1099-DIV for dividends**
- **1099-B Brokerage**
- **SSA-1099 Social Security**
- **1099-NEC for income**
- **1099-Misc for income**
- **1099-K for income**
- **1099-R for retirement**
- **1099-G for refunds & unemployment**
- **1098-Int for mortgages**
- **1098-T for tuition**
- **1099-SA for HSA's**
- **5498-SA for HSA's**
- **K-1 forms from S corporations, partnerships, trusts, or estates**
- **Year-end IRA values**
- **IRA and Roth IRA contributions and/or conversions for 2023**
- **Childcare costs, and the name, address, amount and ID # of the recipient**
- **Charitable donations-total amounts and recipients**
- **Property tax paid on your home, property or cars**
- **Estimated tax payments and dates**
- **Any letters you received from the IRS or state tax authorities**
- **Our engagement letter**
- **Our client questionnaire**

Some of you may receive a Form 1099-K for things like EBay or Facebook Marketplace sales, and sometimes for simple cash transfers using a cash app such as Zelle. If you receive a 1099-K this year, please be sure to provide it to us and be prepared for some questions from us so that we can report it properly to minimize income tax or determine that tax does not apply.

The IRS continues to scrutinize foreign accounts so please be clear about any foreign accounts or income you may have so we can report it correctly.

New credits for home improvements went into effect this year and might benefit you. If you installed a new furnace, A/C, boiler, heat pump, water heater, woodstove, windows, doors, insulation, solar or battery storage please be sure to provide us with a copy of the invoice. Similarly, if you bought a new electric or hybrid car in 2023 be sure to provide that invoice copy as well.

If you have bought and/or sold a home or other real estate in 2023, we need all closing statements on both the purchase and the sale.

Cryptocurrency activities continue to cause tax issues. Cryptocurrency is taxable, is reportable, and carries incredible penalties for not reporting, so be sure to discuss with us any virtual currency activity.

We value you as a client and would like to thank you for your continued business. Please call us with any questions or concerns.

Sincerely,  
OnPointe Tax & Accounting