WB & COMPANY, INC.

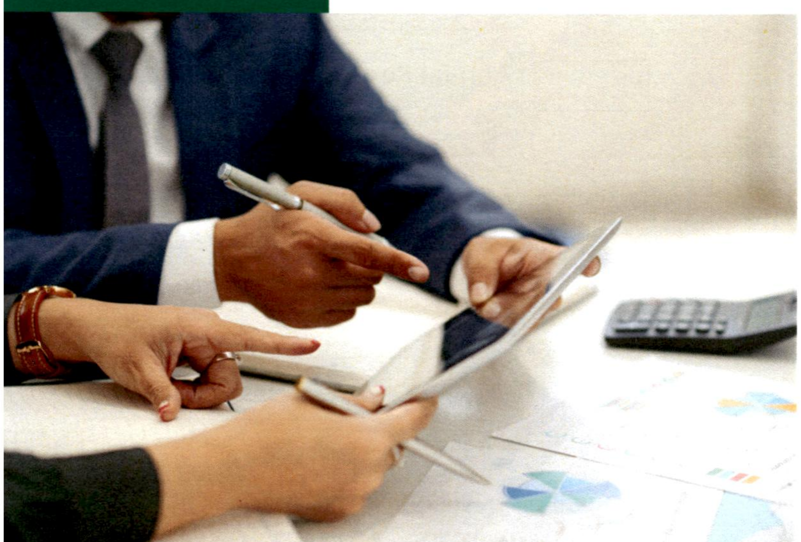
A TAX AND FINANCIAL SERVICES PROVIDER

Happy New Year!

We hope this letter finds you and your family healthy and ready for the new year.

As in the past, there will be limited in person appointments. We know that not being able to sit down for your appointment may be unsettling to some, but many clients have been mailing in or dropping off their papers for years and find it very convenient to do so. We found that we have been able to gather all information, complete all returns timely and respond to all questions and issues without in-person appointments. We would recommend sending your tax documents as soon as you have received everything. We will call to discuss any issues or answer any questions once we have your information.

We wanted to make you aware of some new credits that you may be able to take advantage of for tax year 2023 and going forward.



- Energy Credits. The IRS has expanded the energy credits to be used each year. Please refer to page 15 to see if any of your projects during 2023 qualify.
- Charitable contributions. Please include all the charitable donations made in 2023. Massachusetts is allowing a deduction even if you do not itemize on your federal return.
- The state has also increased the credit for the senior circuit breaker, rental credit, earned income credit and many others. Please be sure to provide all information requested in this booklet.

We no longer are using our "prepaid" mailing label. It has caused many delays in the information arriving to us. For other options to submit your tax documents please see page 6.

On behalf of all of us at William Burton & Company, we want to wish you a happy and healthy New Year!

Bill, Kristen, Rudi, Dianne and Harold

Things needed to prepare your 2023 returns

Check those that apply and include the forms.

☐	W – 2	Wages
☐	1099 – INT	Interest Income
☐	1099 – DIV	Dividends & Distributions
☐	1099 – R	Distributions from IRAs and Pensions
☐	1099 – SSA	Social Security Payments
☐	1099 – G	Unemployment
☐	W – 2G	Gambling Winnings
☐	1099 – B	Brokerage Statement
☐	1099 – SA	Distributions from an HSA
☐	1099 – Q	Payments from Education Savings
☐	1099 – NEC	Non-Employee Income
☐	1099 – MISC	Miscellaneous Income

☐ **1095A/B Medical Insurance**

☐ **1099 HC Medical Insurance**

☐ **Alimony You Paid**

$ ______________________

☐ **Alimony Received By You**

$ ______________________

☐ **Property Tax**

Primary Home Taxes

$ ______________________

☐ Vacation Home Taxes

$ ______________________

☐ **Mortgage Interest Paid**

$ ______________________

$ ______________________

$ ______________________

☐ **Excise Tax, Auto, Bike and Boats**

$ __________ $ __________

$ __________ $ __________

$ __________ $ __________

$ __________ $ __________

☐ Annual Rent You Paid

$ ______________________

$ ______________________

☐ **Landlord's Name and Address**

____

____

____

☐ **Educator Expenses ($300 max)**

Taxpayer: $ __________

Spouse $ __________

☐ Gambling Losses

$ ______________________

Important

Please provide us with your current information:

Name ______________________________

Name ______________________________

Address ______________________________

Address ______________________________

Email 1 ______________________________

Email 2 ______________________________

Phone1 ______________________________

Phone2 ______________________________

Docusign

Docusign allows you to review and sign your tax return electronically rather than by paper. As in the past, you will receive a paper copy of your return.

If you would like to use Docusign, check here. ☐

We need your email address to use docusign.

Information we should be aware of:

____

____

____

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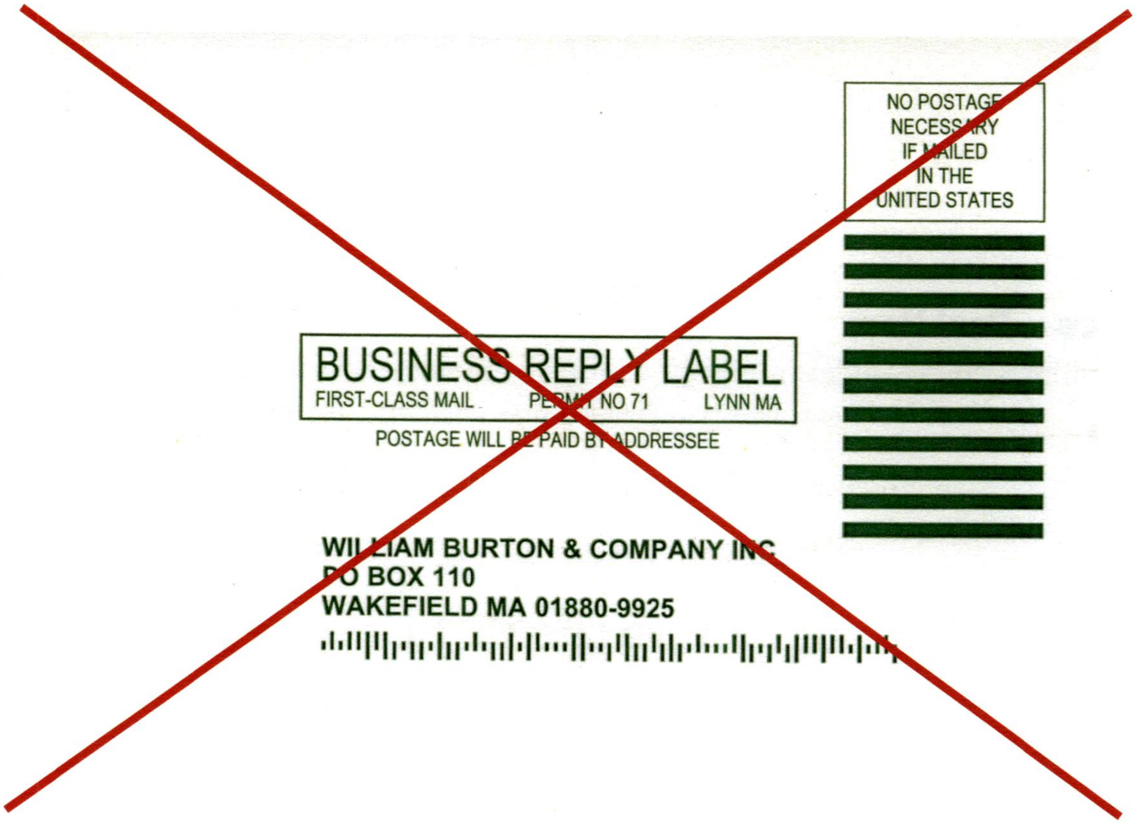
We have made the difficult decision to stop using our PREPAID mailing label. During the past few years, we've had many instances of this mail being held at the post office, unsorted and undelivered for many days.



NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY LABEL

FIRST-CLASS MAIL PERMIT NO 71 LYNN MA

POSTAGE WILL BE PAID BY ADDRESSEE

WILLIAM BURTON & COMPANY INC
PO BOX 110
WAKEFIELD MA 01880-9925

*** WE NO LONGER USE A PO BOX.***

Direct Deposit

Direct Deposit is easy, safe, and secure. Direct deposit gives you access to your refund faster than a paper check. Direct deposit avoids the possibility that your refund could be lost, stolen, or returned as undeliverable. (Changing your bank information cannot be done after the return has been completed).

☐ Same Account as last year. ☐ Checking ☐ Savings

To do so, attach a voided check or include the routing and account number below.

Bank Name: ______________________

Routing: ______________________

Account: ______________________

QUARTERLY ESTIMATED INCOME TAX PAYMENTS FOR 2023

ESTIMATED TAXES	FEDERAL	DATE PAID	STATE	DATE PAID
1st quarter	$		$	
2nd quarter	$		$	
3rd quarter	$		$	
4th quarter	$		$	

MASSACHUSETTS COMMUTER DEDUCTION

The commuter deduction has expanded in 2023 to include other expenses including all MBTA fares, bike purchases, and MBTA commuter boats.

TAXPAYER: Total amount spent: $ ______________________

SPOUSE: Total amount spent: $ ______________________

☐ This page does not apply to me.

How To Get Things To Us

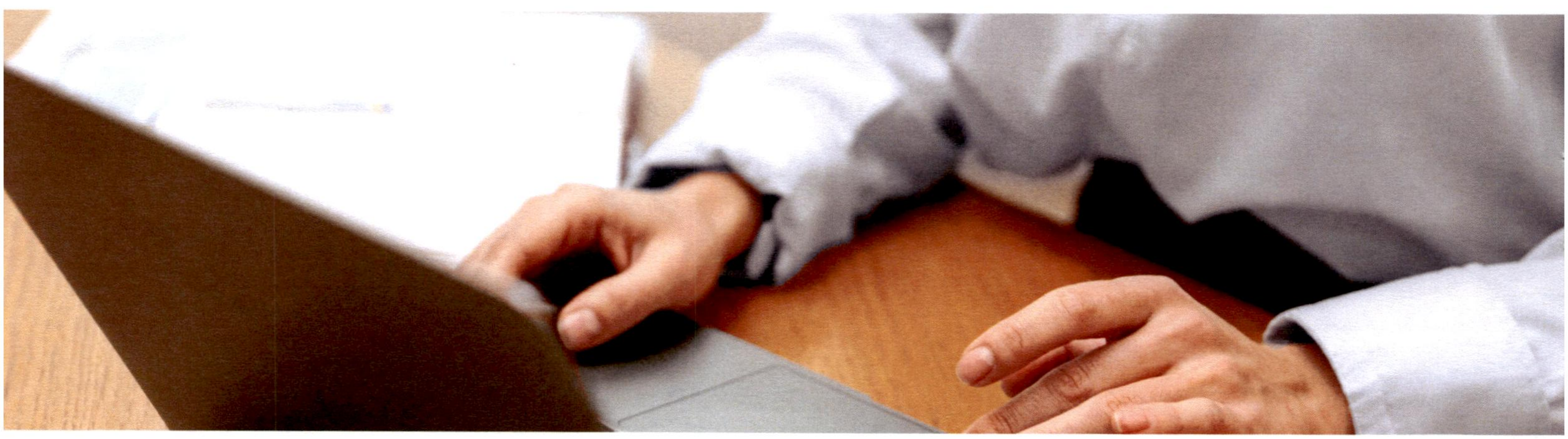
Ways to get us your documents:

- **Upload** to our Smartvault portal, combining the PDFs to minimize the number of files. We will not begin working on the file until you contact us that you have finished uploading. (Email info@cpaburton.com for an invitation if you don't yet have access.)
- **US Mail** – Mail documents to the office at:
  99 Walnut St, Ste A
  Saugus, MA 01906
  We will call to confirm we have received them.
- **Fax** to 781-233-2206
- **Drop off** your tax documents at the office. Our tax season hours are:
  Monday – Friday 9am-7pm
  Saturdays 9am-1pm

If after hours, you may drop them into the secure mail-slot in our outside door. We will call to confirm we have received them.

IMPORTANT

- We **DO NOT** accept phone PHOTOS. You will need to convert it to a PDF.
- We **cannot** use YOUR portal to retrieve information.
- Do not give us your documents until they are complete. Sending things in piecemeal is confusing.
- If sending in multiple family members information, please wait until you have all the information and let us know whose information you have sent.



☐ **Please check if you are not claiming any dependents.**

Who qualifies as a dependent?

- ✓ A dependent is someone you support. You must have provided at least half of the person's total support for the year – food, shelter, clothing, etc.
- ✓ A qualifying relative can earn up to $4,700.
- ✓ A dependent can be a child, stepchild, foster child or parent, aunt, cousin, or brother.
- ✓ A dependent must live with you at least 6 months of the year or be away at school.
- ✓ A child who is a student, up to age 24, can earn unlimited income, and still be your dependent.

WHO ARE YOU CLAIMING AS A DEPENDENT THIS YEAR?

Name	Social Security Number	Date of Birth	Relationship

CHILD AND DEPENDENT CARE

(expenses must be for a child under 13 or a dependent who is permanently disabled)

Provider	Social Security Number or EIN Number	Paid
		$
		$
		$
		$
		$
		$

☐ This page does not apply to me.

☐ Real Estate Transactions

Have you refinanced, purchased or sold?
So that we can calculate the correct deductions we need the closing disclosure from the sale. Selling your principle residence may not be a taxable event, however, we prefer to always report this on your tax return.

☐ College Tuition

If you or your dependent are taking undergraduate/graduate courses or are enrolled in a trade program, there may be a tax credit or deduction for you. Please provide us with the 1098-T that is available to you at the end of the year from the school. This credit can be as much as $2,500 per student!

☐ Student Loan Interest

Student loan interest paid in 2023 $____________. YOU must be the one legally obligated to pay the loan.

☐ Contributions to Massachusetts 529 Plan

If you made contributions to a Massachusetts UPLAN 529 there is a deduction on the Massachusetts return. Please let us know your 2023 contribution $ ____________________

☐ Foreign Accounts

Please inform our office if any time during 2023 you had a financial interest in, or signatory authority over, a financial account (i.e. – bank account, securities account, or brokerage account) located in a foreign country in excess of $10,000.

Name and Address of Institution: ____

Account Number and Type: ____

Maximum balance during the year, converted to US dollars: $ ____________________

☐ This page does not apply to me.

Digital Assets Currency

Taxpayers are required to answer this question on their income tax return whether or not they have engaged in digital asset transaction during the year 2023.

At any time during 2023, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?

YES ☐ **NO** ☐

Charitable Contributions

*****Charitable Contributions are now allowed on the Massachusetts return even if you do not itemize.*****

☐ **Statement Included**

Cash:

Organization	Amount
	$
	$
	$
	$

Noncash:

Organization	Amount
	$
	$
	$
	$

**If a donation of a vehicle, please include the statement given to you by the organization.*

PLEASE, **NO RECEIPTS** or bills need to be provided to us.
Enter the totals above and we will calculate the deduction if you are eligible.

☐ This page does not apply to me.

Senior Circuit Breaker Credit for tax year 2023

The Senior Circuit Breaker Credit is a refundable credit for real estate taxes paid by persons ages 65 and older. The maximum credit is $2,590.

Who is eligible?

You or your spouse must be 65 or older by December 31, 2023.
You must be a resident or part-year resident.
You may be eligible if you own or rent a home in Massachusetts.

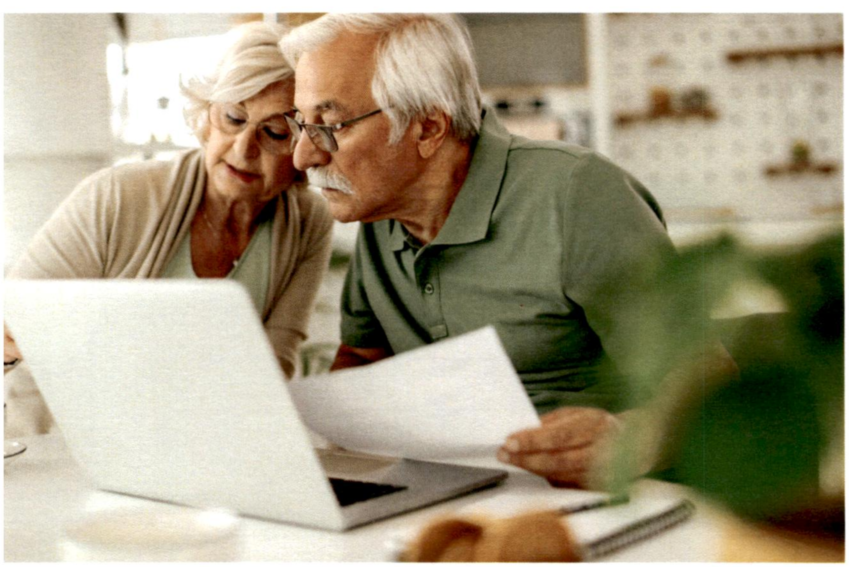
Maximum income cannot exceed:

Single $69,000 **Married filing joint $103,000** **HOH $86,000**

Who is not eligible?

You are a nonresident.
You are married and your status is married filing separately.
The assessed value of your home cannot exceed $1,025,000.

Please Provide:	
Annual Real Estate Tax Paid	$
Annual Water & Sewer	$
Annual Rent Paid	$



☐ This page does not apply to me.

What is the deduction for medical expenses?

The deduction value varies based on your income. In 2023, the IRS allows all taxpayers to deduct their total qualified unreimbursed medical care expenses that exceed 7.5% of their adjusted gross income if the taxpayer uses IRS Schedule A to itemize their deductions.

	TAXPAYER	SPOUSE	NOTES
Doctors, Dentists and Nurses	$	$	
Prescription Medicines and Drugs	$	$	
Hospitals and Nursing Homes	$	$	
Medical Insurance Premiums	$	$	
Medicare Premiums	$	$	
Long Term Care Premiums	$	$	
Lodging and Transportation	$	$	
Eyeglasses and contact lenses	$	$	
Hearing Aids and Supplies	$	$	
Addiction Treatment	$	$	
Nursing Home	$	$	
Home Health Care	$	$	
Other Medical	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
Medical Miles Driven:			

*If you pay your medical expenses by way of an FSA or HSA account, those expenses are not deductible.

PLEASE, **NO RECEIPTS** or bills need to be provided to us.

Enter the totals above and we will calculate the deduction if you are eligible.

☐ This page does not apply to me.

Rental Income – Rental Expenses

Type of Property:

☐ Residential Rental ☐ Duplex ☐ Commercial Building ☐ Vacation Rental

Do you occupy any of this property? **What %**

Address of property

Total rent YOU received (do not include security deposit) $

EXPENSE CATEGORY	AMOUNT	COMMENTS
ADVERTISING	$	
ASSOCIATION DUES, HOA FEES	$	
BANK CHARGES	$	
CLEANING	$	
GARDENING	$	
INSURANCE - HOMEOWNERS	$	
LEGAL & PROFESSIONAL FEES	$	
MANAGEMENT FEES	$	
MORTGAGE INTEREST	$	
PAINTING & DECORATING	$	
PEST CONTROL	$	
PLUMBING & ELECTRICAL	$	
REPAIRS	$	
GENERAL SUPPLIES	$	
PROPERTY TAXES	$	
TELEPHONE	$	
UTILITIES	$	
MEALS – BUSINESS	$	
PARKING & TOLLS	$	
AUTO/TRAVEL	$	

Provide all 1099's (MISC and NEC) received by you.

☐ This page does not apply to me.

Business Income – Business Expense

Owner of Business: ______________________________

Name of Business: ______________________________

☐ Self Employed ☐ Corporation ☐ LLC

Gross Sales: $ ______________________________

Material Cost: $ ______________________________

Labor Cost: $ ______________________________

EXPENSEs		AMOUNT	COMMENTS
ADVERTISING	$		
COMMISSIONS AND FEES	$		
DUES AND SUBSCRIPTIONS	$		
INSURANCE	$		
LEGAL AND PROFESSIONAL	$		
MEALS	$		
OFFICE EXPENSE	$		
OUTSIDE SERVICES	$		
POSTAGE	$		
PRINTING	$		
RENT	$		
SUPPLIES	$		
TELEPHONE	$		
TOOLS	$		
TRAVEL	$		
UNIFORMS	$		

Auto /Travel and Business Use of Home is on the other side

☐ This page does not apply to me.

Business Use of Home Worksheet

If you receive a W2, you are not eligible unless you have a side gig that you do from home.

Business use of home is for the area used exclusively and regularly for business.

Actual Expenses Method:

Total area of home (in square feet) ____________

Area used exclusively as home office (in square feet) ____________

Mortgage Interest	$	Real Estate Taxes	$
Insurance	$	Heat	$
Electrical	$	Repairs	$
HOA Dues	$	Water & Sewer	$
Cleaning	$	Rent	$
Other $	$	Other	$
Other	$	Other	$

There are two methods, Actual & Safe Harbor Method. We will choose which arrives at the maximum deduction for you.

Business Vehicle Information Worksheet

	Vehicle 1	Vehicle 2
Current odometer reading		
Total mileage		
Business mileage		
Commuting mileage		
Avg daily round-trip commute		

☐ This page does not apply to me.

Energy Credits for Year 2023 and Forward

You put the amount paid, we will calculate the credit.

Generally there is a $1,200 cap.

For heat pumps and biomass there is a separate limitaion of $2,000

For solar there is no cap.

TOTAL COST

The following include the cost of the product, not the labor	
Exterior doors (30% of costs up to $250 per door, up to $500)	$
Exterior windows and skylights (30% of costs up to $600)	$
Insulation materials or systems (30% of costs)	$

30% of costs, including labor, up to $600 for each item	
Central air conditioners;	$
Natural gas, propane, or oil water heaters;	$
Natural gas, propane, or oil water furnaces and hot water boilers	$

30% of costs, including labor up to $2,000	
Electic or natural gas heat pump water heaters;	$
Electric or natural gas heat pumps; and	$
Biomass stoves and biomass boilers	$

Solar energy property (30% of total cost)	
Solar panels (purchased not rented)	$
Solar water heater	$

EV charger cost and installation (30% of cost up to $1,000)	$
If you had an energy audit let us know the cost.	$

Comments and questions from you to us.

☐ This page does not apply to me.

Good to Know

Office in Home Deduction

If you work from your home for your employer as a W2 employee, you are NOT qualified to claim any expenses that you pay for your home office. This deduction is for self-employed people only.

How to Move Things Along

As soon as possible, send back your signature forms and payment that are included in your tax folder. It is in your best interest to file your return ASAP. If a tax is due, it does not need to be paid until April 15th.

To Request an Extension

An extension does not provide any additional time to pay your tax. It does provide you with additional time to file your tax return, as late as October 15th.

To request an extension, please contact the office by April 1st. If you would like to make a payment with an extension, please let us know.

Notices from IRS or State

If you receive correspondence from the IRS or state, we need to see them. You can drop it off, mail it in, upload to the portal, email or fax every page of the notice (front and back). Once we look at the notice, we will contact you and explain what the notice is regarding and the appropriate response if any is needed.

Access to Past Years Returns

Copies of your tax returns are stored in the Smartvault portal. Once you have signed up you will have immediate access to past year's returns as well as this years, once completed.

If you haven't already done so, email info@cpaburton.com to create your account.

*If your tax documents are not here by April 1st, you may be put on extension.