ROMAN
TAX SERVICES

Free Tax Season *Survival Guide*

ROMAN TAX SERVICES

ROMAN TAX SERVICES

Welcome!

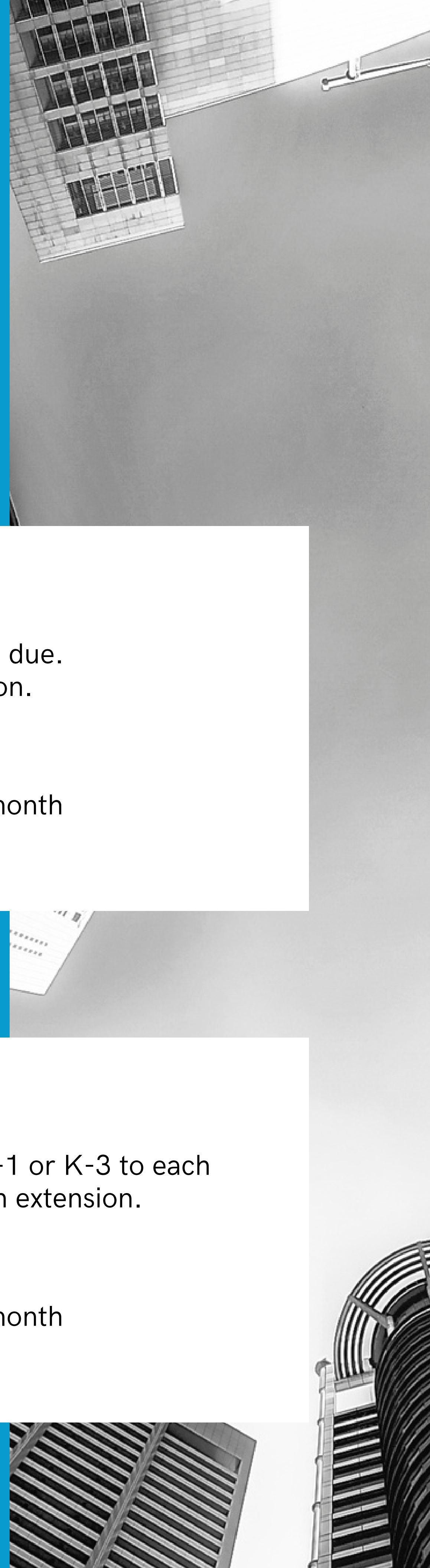
I'm Stephanie Roman, the owner of Roman Tax Services, and I'm here to help you survive tax season!

I've put this guide together for individuals and business owners alike to help you be aware of important due dates, learn about some big tax updates, and understand which documents your tax accountant could be asking for soon.

The information provided in this guide is not intended to be financial advice. Please consult with your tax accountant to advise you on your specific tax situation.

Index

Important Dates



Form 1040: Individuals

04/15/2024

File your Form 1040 or 1040SR and pay any taxes due. File Form 4868 for an automatic 6-month extension.

10/15/2024

File your Form 1040 if you timely requested a 6-month extension.

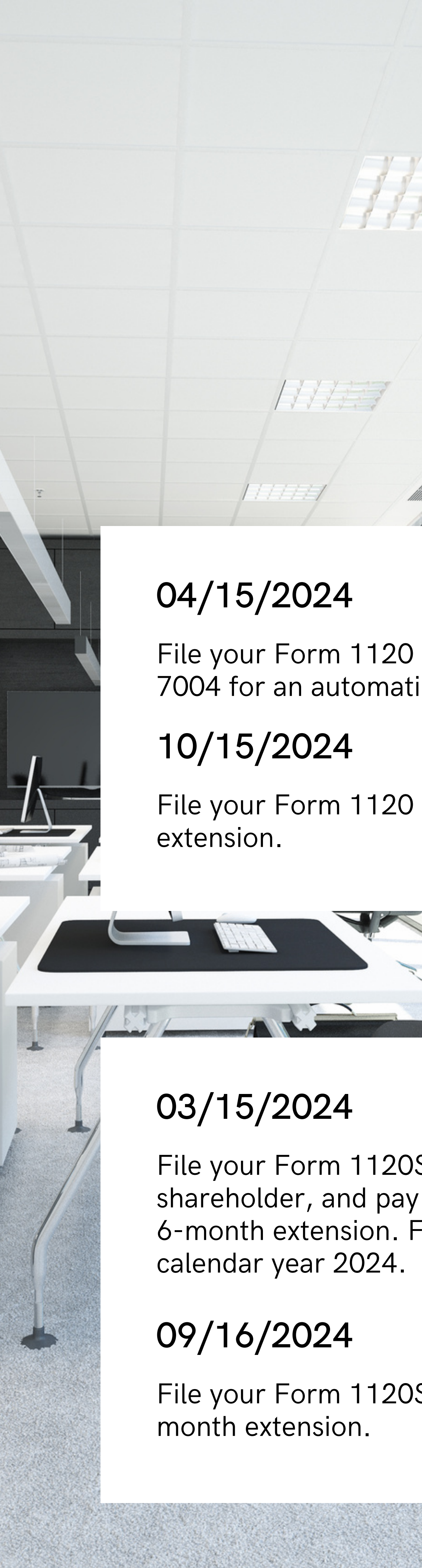
Form 1065: Partnerships

03/15/2024

File your Form 1065 and furnish a copy of Sch. K-1 or K-3 to each partner. File Form 7004 for an automatic 6-month extension.

09/16/2024

File your Form 1065 if you timely requested a 6-month extension.



Important Dates

Form 1120: Corporations

04/15/2024

File your Form 1120 and pay any taxes due. File Form 7004 for an automatic 6-month extension.

10/15/2024

File your Form 1120 if you timely requested a 6-month extension.

Form 1120S: S Corporation

03/15/2024

File your Form 1120S, furnish a copy of Sch. K-1 or K-3 to each shareholder, and pay any taxes due. File Form 7004 for an automatic 6-month extension. File Form 2553 to elect S Corp status beginning in calendar year 2024.

09/16/2024

File your Form 1120S if you timely requested a 6-month extension.

Misc Due Dates

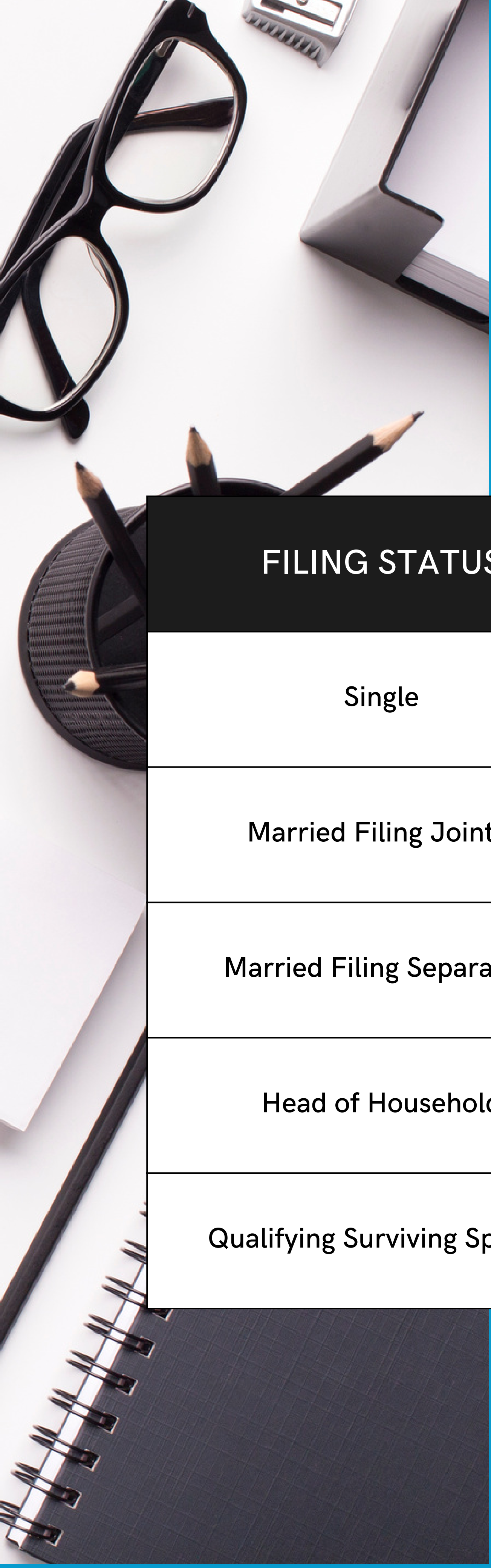
Estimated Taxes

Q4 2023	01/16/2024
Q1 2024	04/15/2024
Q2 2024	06/17/2024
Q3 2024	09/16/2024
Q4 2024	01/15/2025

Form 941 - Payroll*

Q1 2024	04/30/2024
Q2 2024	07/31/2024
Q3 2024	10/31/2024
Q4 2024	01/31/2025

*These deadlines are different if you timely deposited all required payments.

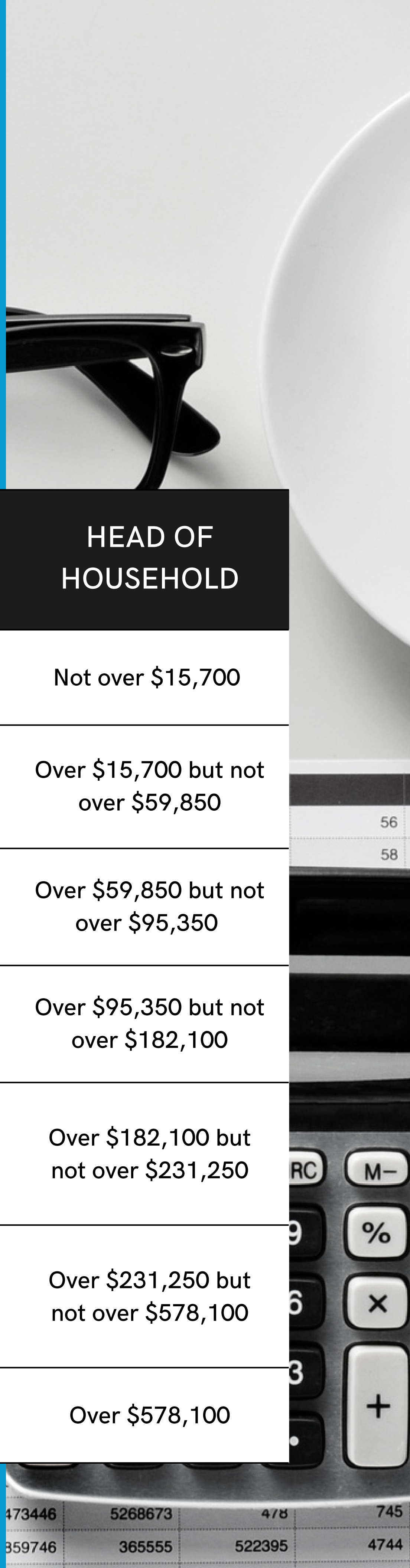


Standard Deduction

FILING STATUS	STANDARD DEDUCTION
Single	$13,850
Married Filing Jointly	$27,700
Married Filing Separately	$13,850
Head of Household	$20,800
Qualifying Surviving Spouse	$27,700

*Your standard deduction amount may vary if you are blind, over age 65, or can be claimed as a dependent by another taxpayer.

2023 Tax Brackets



RATE	SINGLE	MARRIED FILING JOINTLY	HEAD OF HOUSEHOLD
10%	Not over $11,000	Not over $22,000	Not over $15,700
12%	Over $11,000 but not over $44,725	Over $22,000 but not over $89,450	Over $15,700 but not over $59,850
22%	Over $44,725 but not over $95,375	Over $89,450 but not over $190,750	Over $59,850 but not over $95,350
24%	Over $95,375 but not over $182,100	Over $190,750 but not over $364,200	Over $95,350 but not over $182,100
32%	Over $182,100 but not over $231,250	Over $364,200 but not over $462,500	Over $182,100 but not over $231,250
35%	Over $231,250 but not over $578,125	Over $462,500 but not over $693,750	Over $231,250 but not over $578,100
37%	Over $578,125	Over $693,750	Over $578,100

Individual Tax Organizer

Personal Information

- SSN or ITIN
- Date of Birth
- Spouse & Dependent Information
- Identity Protection PIN(s)
- Address

Income Documentation

- Any Form W-2s
- Any Form 1099s
- Any Schedule K-1s
- Profit & Loss Statement (if applicable)
- Capital Gains/Losses
- Any Additional Taxable Income Documentation

Individual Tax Organizer

Expense Documentation

- Profit & Loss Statement (from business if applicable)
- Qualifying Medical Expenses
- Qualifying Child Care Costs
- Form 1098: Mortgage Interest Statement
- Form 1098-T: Tuition Statement
- Qualifying Education Expenses
- State, Local, and Property Taxes Paid
- Student Loan Interest Paid
- Charitable Contributions

Miscellaneous Documentation

- Form 1095-A, Form 1095-B, Form 1095-C or Other Proof Of Health Insurance

Individual Tax Organizer

Miscellaneous Documentation

- Retirement Account Contributions
- Any IRS Letters or Notices Received
- Self-Employed Health Insurance Premiums Paid
- Changes in Dependents/Marital Status
- Business Use Of Home Documentation
- Qualifying Mileage Documentation
- Date of Move(s) To A Different State(s)
- Household Employee(s) Information
- Farm Income & Expenses
- Any Estimated Tax Payments Paid
- Bank Account and Routing Number (for direct depositing refund or electronically paying your taxes due)