Mid-Year AI Planning Checklist

Printable Resource Book for CPA/EA Firms

Purpose: A clean, repeatable, mid-year workflow that a junior can run and a partner can approve in minutes. Use as a one-pager or print the full packet.

Covers: Penalty control (safe harbor), compensation/QBI, capital gains/losses, PTE elections, retirement/HSA, §179/bonus, energy credits, client memo + scheduling, and calendar touchpoints (Oct 15, Dec 31, Jan 15).

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1) Quick Checklist (One Page)

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Owner: ___________________ Reviewer: ___________________ Date: ___________

2) Data Intake Sheet

Client: ____________________________________ Entity: ____________

States: ___________________

Financials (YTD):

- Revenue: __________ Net income: __________
- Payroll W-2 to date: __________ Withholdings: __________ Estimates paid: __________

Investments / Equity Comp:

- Realized gains (YTD): ___________ Losses (YTD): ___________
- Open lots uploaded? ☐ Yes ☐ No
- RSU/ISO/NSO calendar attached? ☐ Yes ☐ No

Benefits / Plans:

- Retirement plan(s): ☐ Solo 401(k) ☐ SEP ☐ Cash-Balance ☐ Other: ______
- HSA eligibility months: ______ Catch-up eligible? ☐ Yes ☐ No

Assets / Upgrades (planned):

- Description: ____________________ Vendor: ___________ Install target: ___________
- Specs/ratings attached? ☐ Yes ☐ No

Notes:

3) Scenario Run Sheet (Minimum of Three)

Required core scenarios:

1. **Penalty Control (Safe Harbor vs. Annualization)**
   - Inputs confirmed? ☐ Prior-year tax ☐ YTD income ☐ Withholdings ☐ Estimates
   - Result: Top-up $__ via ☐ Withholding ☐ Next estimate Due date: ___________
   - Follow-up: Vouchers/payroll change issued? ☐ Yes ☐ No
2. **Compensation / QBI Banding (S-Corp)**
   - Bands tested: $_________ / $_________ / $_________
   - Target taxable income: $_________ Recommended bonus/salary: $_________
   - Memo note: Reasonable comp position recorded? ☐ Yes ☐ No
3. **Capital Gains / Loss Harvest + NIIT/AMT Checks**
   - Loss goal: $_________ Replacements listed? ☐ Yes ☐ No
   - NIIT threshold at: $_________ AMT for ISOs tested? ☐ Yes ☐ No
   - Trader instructions sent? ☐ Yes ☐ No

Optional scenarios (check if added): ☐ PTE ☐ Retirement plan compare ☐ HSA ☐ §179/Bonus ☐ Energy credits

Paste-ready prompts (use anywhere):

- Compute annualized vs prior-year safe harbor; output minimum top-up and vouchers.

- Compare late-year W-2 withholding vs Jan 15 estimate; show penalty/interest delta.
- Compare $X/$Y salary bands for payroll tax + §199A impact; draft payroll change email.
- Identify loss lots up to $__; propose non-identical replacements; flag wash-sale windows.

4) PTE Election Snapshot (State-by-State)

State	Election open?	Deadline	Prepayment rule	Est. entity tax	Est. SALT benefit	Proceed?

Board/manager resolution prepared? ☐ Yes ☐ No **Payment scheduled?** ☐ Yes ☐ No
Notes: ____

5) Retirement & HSA Planner

Retirement

- Solo 401(k) max (EE+ER): $________ | SEP max: $________ | Cash-Balance est.: $________
- Setup/adoption requirements & dates: ____

HSA

- Eligibility months: ______ Coverage: ☐ Self ☐ Family Catch-up: $________
- Pro-rated limit: $________ Payroll change request sent? ☐ Yes ☐ No

Prompts:

- Max Solo 401(k) vs SEP given wages $__; include deadlines and payroll dependencies.
- Pro-rate HSA by eligibility months; include catch-up; generate payroll change request.

6) §179 / Bonus & Energy Credits Planner

§179 / Bonus

- Asset list attached? ☐ Yes ☐ No | State conformity checked? ☐ Yes ☐ No
- Recommended elections: ________________________________ Five-year cash-flow attached? ☐ Yes ☐ No
- Placed-in-service evidence (invoices, install logs, photos) checklist issued? ☐ Yes ☐ No

Energy Credits

- Upgrades: ________________________ Specs/certifications attached? ☐ Yes ☐ No

- Estimated credits (federal/state): $________ Forms noted: __________

Prompts:

- Evaluate §179 vs bonus with state conformity and 5-year cash flow; recommend elections.
- Screen upgrades for eligibility; compute credits/caps/interactions; list required certs/forms.

7) Client Memo & Approval Pack

Memo contents (check when included):

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Approvals

- Client approval received? ☐ Yes ☐ No Date: ______ Method: ☐ e-sign ☐ email
- Partner review complete? ☐ Yes ☐ No Reviewer: __________ Date: ______

Export

- Workpaper bundle (indexed PDF + zip) generated? ☐ Yes ☐ No
- Retention tag applied? ☐ Yes ☐ No Access report filed? ☐ Yes ☐ No

8) Calendar & Task Map

Key touchpoints

- **Oct 15** — Extension filing/documentation deadline (most individual filers)
- **Dec 31** — Payroll bonuses; placed-in-service proof; donations/DAFs; final trades
- **Jan 15** — Final estimated payment (prior year)

Task map (who / what / when)

Task	Owner	Due date	Status
Safe-harbor top-up decision			
Payroll bonus / withholding change			
PTE election payment			
Harvest trade execution			
§179/bonus evidence collection			
Energy credit documentation			
Client memo sign-off			
Workpaper export & archive			

Print Tips

- Print single-sided for writing space; use heavier stock for the Quick Checklist.
- Keep a digital copy to update numbers; re-print the Quick Checklist as needed.

Optional note: If you use CPA Pilot, this packet aligns to its scenario templates and workpaper export; otherwise, fill in manually.