

# Individual Taxpayer Organizer



## Accounting & Income Tax Solutions

<b>Name of Taxpayer</b>				SS#	
Drivers License #/state	Issue date	Exp date	Email		
Occupation	Date of birth		Are you new to our firm? Yes No		
Address	City		State	Zip	
Cell phone	Home phone		Work phone		
<b>Name of Spouse</b>				SS#	
Drivers License #/state	Issue date	Exp date	Email		
Occupation	Date of birth		Are you new to our firm? Yes No		
<i>(Enter information below only if different from Taxpayer)</i>					
Address	City		State	Zip	
Cell phone	Home phone		Work phone		
If you moved, enter your previous address.				Date of move	
Filing status: Single Married Filing Jointly Married Filing Separately Widow(er) Head of Household Unsure					
Were you divorced or separated during the year? Yes No Were there any deaths in the family? Yes No					
Have you received any notice from the IRS or state revenue department within the past year? Yes No					

<b>Names of dependent children</b>	<b>Social Security #</b>	<b>Date of birth</b>	<b>Months lived in home</b>	<b>Relationship to taxpayer</b>	<b>College student?</b>
<i>Child's full name</i>					

Did any of the children have income above \$1,050 for the year? Yes No Do any of the children have a disability? Yes No  
 Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent? Yes No

<b>Other dependents or people who lived with you</b>				
<b>Name</b>	<b>Social Security #</b>	<b>Date of birth</b>	<b>Relationship</b>	<b>Income</b>

If you are due a refund, would you like it directly deposited into your bank account? *Name of bank*

Checking	Savings	Routing transit number	Account number
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## Income Worksheet

Provide to your preparer all Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC, and other income reporting statements. Do not list dollar amounts for the following forms. Your preparer will report the appropriate amounts.

Indicate "T" for taxpayer, "S" for spouse, "J" for joint

Provide additional statements if more room is needed

### Forms W-2—Wage and Tax Statement

T/S	Employer name	T/S	Employer name
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-INT—Interest Income

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-DIV—Dividends and Distributions

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-R—Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, Etc.

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

If the distribution is before age 59½, give a reason to determine if an exception to penalty applies.

### Tax-Exempt Interest (such as municipal bonds—include statement)

Payer	\$	Payer	\$

### Other Income

State tax refund	\$	Unreported tips	\$
Alimony	\$	Other	\$
Unemployment compensation	\$		\$
Social Security (taxpayer)—provide SSA-1099 or RRB-1099	\$		\$
Social Security (spouse)—provide SSA-1099 or RRB-1099	\$		\$
Business income (see <i>Sole Proprietorship Tax Organizer</i> )		Stock sales	See "Sales and Exchanges Worksheet" below.
Rental income (see <i>Rental Property Tax Organizer</i> )		Sale of other property	

## Sales and Exchanges Worksheet

Provide information about sales of stock, real estate, or other property, along with Forms 1099-B, 1099-S, or other supporting statements.

Description of property	Purchase date	Cost/basis	Sell date	Sale price
		\$		\$
		\$		\$
		\$		\$

Notes:

# Itemized Deductions Worksheet

<b>Medical Expenses.</b>				<b>Charitable Contributions.</b>			
Dentists	\$	Hospitals	\$	Cash	\$		
Doctors	\$	Insurance	\$	Noncash contributions (FMV). Clothing or household items must be in good used condition or better.	\$		
Equipment	\$	Prescriptions	\$	Did you transfer funds from an IRA directly to a charity? Yes No	\$		
Eyeglasses	\$	Other	\$	Charitable mileage			
Medical miles: _____ @ 19¢				<b>Casualty and Theft Losses</b>			
<b>Taxes Paid.</b> Do not include taxes paid for full or partial business or rental-use property, including business use of the home.				If you suffered any sudden, unexpected damage or loss of property, or a theft, provide details to your tax preparer. Yes No			
State withholding			Reported on W-2	<b>Miscellaneous Itemized Deductions.</b>			
State estimated taxes — paid			\$	Were any expenses reimbursed by your employer? Yes No			
Real estate tax — residence			\$	Dues	\$	Supplies	\$
Real estate tax — other			\$	Investment expenses	\$	Tax prep fees	\$
Personal property taxes			\$	Job education	\$	Tools	\$
State income tax refund — received			\$ ( )	Job seeking	\$	Uniforms	\$
Foreign tax paid			\$	Legal fees	\$	Union dues	\$
Other			\$	Licenses	\$	Other	\$
Other			\$	Safety equipment	\$	Other	\$
Balance paid (if you owed) for prior year returns			\$	Subscriptions	\$	Other	\$
Did you keep receipts for sales tax paid?			Yes No	<b>Other Miscellaneous Deductions.</b>			
Did you purchase a car, plane, boat, or home?			Yes No	Gambling losses	\$	Federal estate tax on IRD	\$
Sales tax paid \$	Purchase paid \$	Date		Impairment-related expenses	\$	Loss from box 2, K-1, Form 1065B	\$
<b>Interest Paid.</b>							
Main home	\$	Equity loan	\$				
Second home	\$	Equity loan	\$				
Points	\$	Investment interest	\$				
Did you pay a mortgage insurance premium when you purchased your home? Amount \$				Date			

## Other Deductions or Questions

- Notes:**
- Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.
  - Work clothing is not deductible if adaptable for every day wear. Exception for safety equipment, such as steel-toe boots.
  - Legal expenses are deductible only if related to producing or collecting taxable income.
  - Expenses to enable individuals, who are physically or mentally impaired, to work are generally deductible.

## Adjustments Worksheet

Educator expenses. Classroom expenses of teachers, counselors, and principals. Maximum \$250 each.	\$
Health savings account deduction (HSA).	\$
Self-employed SEP, SIMPLE, and qualified plans.	\$
Self-employed health insurance deduction. Sole proprietors, partners, and 2% S corporation shareholders if not eligible for employer coverage.	\$
Penalty on early withdrawal of savings.	\$
IRA deduction. For traditional IRAs. Roth IRAs are not deductible.	\$
Student loan interest deduction. Paid for taxpayers and dependents. Income limits apply.	\$
Tuition and fees deduction. Qualified tuition and fees if not claiming education credits. Income limits apply.	\$
Moving expenses. Job-related move and at least 50 mile increase in commuting distance.	Ask preparer
Business expenses of reservists, performing artists, and fee-based government officials.	Ask preparer

# Questions — All Taxpayers

(Provide related statements or other documentation.)

"You" refers to both taxpayer and spouse — enter "?" if unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?				
	Yes	No	Did you pay or receive alimony? <i>Paid/Received</i> \$	<i>Recipient's SS#</i>			
	Yes	No	Did you have health insurance for you, your spouse, and all dependents for the entire year?				
	Yes	No	Did you purchase health insurance through a public exchange?				
	Yes	No	Will there be any significant changes in income or deductions next year, such as retirement?				
	Yes	No	Have you paid alternative minimum tax (AMT) in previous years?				
	Yes	No	Did you pay anyone for domestic services in your home?				
	Yes	No	Did you purchase a new energy-efficient car, truck, or van?				
	Yes	No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?				
	Yes	No	Are you a member of the military?				
	Yes	No	Were you a citizen of or lived in a foreign country?				
	Yes	No	Do you own or have financial interest in a foreign bank or financial account?				
	Yes	No	Would you like to allow your tax preparer or another person to discuss your return with the IRS?	<i>Designee's name</i>	<i>Phone number</i>	<i>PIN (any five digits)</i>	
	CHILDREN & EDUCATION	Yes	No	Were any children born or adopted? ( <i>Provide statement for other expenses.</i> )			
Yes		No	Were any children attending college?	<i>Year in college</i>	Paid by you: <i>Tuition</i> \$	<i>Student loan interest</i> \$	<i>Books</i> \$
					Paid by student: <i>Tuition</i> \$	<i>Student loan interest</i> \$	<i>Books</i> \$
Yes		No	Did you pay any tuition for a private school for a dependent or take classes yourself?				
			<i>Student</i>		<i>Amount paid</i> \$		
			<i>Name and address of school</i>				
Yes		No	Did you pay for child or dependent care so you could work or go to school? ( <i>add statement if needed</i> )				
			<i>Name of provider</i>		<i>EIN or SS #</i>		
			<i>Address</i>		<i>Amount paid</i> \$		
Yes		No	Do you have any children who earned more than \$2,100 of investment income?				
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA?				
	Yes	No	Did you roll over any amounts from a retirement account?				
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?				
	Yes	No	Did you have any investments become worthless or were you a victim of investment theft?				
	Yes	No	Were you granted, or did you exercise, any employee stock options?				
DEDUCTIONS	Yes	No	Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details.				
	Yes	No	Did you pay sales taxes on a major purchase, such as a vehicle, boat, or home?				
	Yes	No	Did you have any uninsured loss to your property?				
BUSINESS	Yes	No	Did you work from a home office or use your car for business?				
	Yes	No	Did you receive any income from an installment sale?				
	Yes	No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?				
HOME	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement.				
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.				
	Yes	No	Did you refinance a mortgage or take a home equity loan? (Provide closing statement)				
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?				
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.				

**State information**      Full-year resident      Part-year resident      Nonresident

States of residence and dates

School district (*if out of state*)

Do you rent or own your home?      Rent      Own

## Estimated Tax Payments

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied ( <i>from previous year</i> ) refund?		\$		\$
Total		\$		\$

## Tax Preparation Checklist

Please provide the following documentation:

All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.

Form 1095-A (for health insurance purchased through a public exchange), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage).

If you are a new client, provide copies of last year's tax returns.

The completed Individual Income Tax Organizer. *Note:* If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions—All Taxpayers."

Copy of the closing statement if you bought or sold real estate.

Mileage figures for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.

Detail of estimated tax payments made, if any.

Income and deductions categorized on a separate sheet for business or rental activities.

List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.

Copy of all acknowledgement letters received from charitable organizations for contributions.

## Tax Return Preparation

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

## Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.

\_\_\_\_\_  
*Taxpayer*

\_\_\_\_\_  
*Spouse*

\_\_\_\_\_  
*Date*

## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

**OFFICE USE ONLY**

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DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

OFFICE INITIALS: \_\_\_\_\_