Tax Organizer – Checklist & Questions

This page will assist you in compiling the necessary information to prepare your tax return accurately and to assure that all income, credits and allowable deductions are accounted for. Please check all items that apply to you and include this form and all supporting documents with your tax preparation information. This listing is a summary of the most common tax information. If you have an item in question, bring it with you so it can be reviewed. Don't hesitate to call us with questions this listing may have raised.

INCOME:

___ Wages/salaries (W-2 forms & last pay stub)
___ Alimony (NOT Child Support)
___ Jury duty or other public service
___ Tips/gratuities (not reported on W-2)
___ Profit sharing distributions (1099-R)
___ Partnerships/estates/trust (K-1)
___ Business/self-employed (furnish schedule)
___ Rental (furnish schedule or details)
___ Social security income (SSA-1099)
___ Dividend income (1099-DIV)
___ Sale of personal residence (1099-S)
1. Date old house acquired 2. Cost or basis 3.Closing document on sale
NEW RESIDENCE: 4. Closing document on new purchase.
___ Child support/payments/assistance
___ Veterans benefits/disability income
___ Other 1099's (A, H, LTC, OID, Q, SA)

___ Contest/awards/gambling winnings (1099-Misc/1099-G)
___ Commissions/bonuses (not on W-2)
___ Pensions/annuities (1099-R)
___ IRA/Keogh/Roth IRA rollovers, inheritance (1099-R)
___ Unemployment compensation (1099-G)
___ S-Corporation income (K-1)
___ Farm (furnish schedule or details)
___ Other (1099-Misc &/or explanation of income)
___ Interest income (1099-INT)
___ Capital gains and losses (1099-B)
1.Description 2.Date acquired 3.Date sold 4.Sale price
5.Basis (purchase statement and all capital-gain statements since the purchase).
___ Prior year state income tax refund (1099-G).
___ Debt forgiveness (1099-C)
___ Miscellaneous income
___ Workmen's compensation/loss of time payment
___ Dependent Child's (under age 18) investment income

ITEMIZED DEDUCTIONS, CREDITS AND ADJUSTMENTS TO INCOME:

___ Medical, drugs, medicines, dental, eyes
___ Other medical & mileage
___ Personal property tax
(**bring auto registrations paid during tax year**)
___ Mortgage interest - (Form 1098)
___ Home equity loan - (Form 1098)
*___ Contributions - Church & other Charity
*___ Non-cash contributions (**Desc & value of each**)
___ Miscellaneous, (tax prep fees, union dues Uniforms & upkeep, Tools/shoes/glasses, safe deposit box, publications)
___ Alimony Pd
___ Educational Expenses
___ IRA/Keogh/SEP retirement contributions
___ Employee business expenses
1.Vehicle mileage detail 2. Vehicle expenses 3. Travel expenses 4. Meals/entertainment 5. Other business expense
___ Mortgage Insurance Premiums

___ Medical insurance paid by you
___ Real estate taxes (**even if you don't itemize**)
___ State income tax pd (on W-2 & estimated)
___ Points Pd (**refi/home purchase-need closing docs)**
___ Volunteer work-mileage, expenses paid
___ Casualty/theft losses
___ Moving expense (Job change)
___ Child/dependent care
(**W-10 from provider; or name, Soc Sec. # or tax ID #, address, and amount pd)**
___ Investment Expense
___ Sales tax on large items **(car, boat, airplane) (even if you don't itemize**)
___ Gambling losses
___ College tuition paid (form 1098-T).
___ College loan repayments (form 1098-E)
___ HSA/MSA contributions & payments received
___ Teacher's supplies up to $250-bring receipts

___ Hybrid/alternative fuel vehicle credits. **(Bring your purchase invoice)**
___ Energy credits for some home improvements. Certification required from supplier.
___ Did you purchase a new principal residence **(bring your settlement statement)**
___ Federal & State estimated taxes paid during and for the tax year (**Dates paid & amounts**).

___ **Please provide your current e-mail address:** ____

ADDITIONAL ITEMS FOR FIRST TIME FILERS WITH ATS:

___ Personal information for all family members - Full names, birthdates, SS # **(Names and SS # - must match SS cards).**
___ Copy of last year's tax return.

* Per IRS regulations, charitable contributions now require a receipt from the organization for amounts over $250 and all amounts under $250 require a receipt or your canceled check. Please include these documents with your tax information.

Questions

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
Personal Information		
Did your marital status change during the year?	☐	☐
If yes, explain: ____		
Did your address change from last year?	☐	☐
Can you be claimed as a dependent by another taxpayer?	☐	☐
Did you change any bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?	☐	☐
Dependent Information		
Were there any changes in dependents from the prior year?	☐	☐
If yes, explain: ____		
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $1900?	☐	☐
Do you have dependents who must file a tax return?	☐	☐
Did you provide over half the support for any other person(s) during the year?	☐	☐
Did you pay for child care while you worked or looked for work?	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐
Purchases, Sales and Debt Information		
Did you start a new business or purchase rental property during the year?	☐	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
Did you sell, exchange, or purchase any real estate during the year?	☐	☐
Did you purchase or sell a principal residence during the year?	☐	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐
Did you acquire or dispose of any stock during the year?	☐	☐
Did you take out a home equity loan this year?	☐	☐
Did you refinance a principal residence or second home this year?	☐	☐
Did you sell an existing business, rental, or other property this year?	☐	☐
Did you incur any non-business bad debts this year?	☐	☐
Did you have any debts canceled or forgiven this year?	☐	☐
Did you purchase a new hybrid, alternative motor, or electric motor energy efficient vehicle this year?	☐	☐
Did you pay any student loan interest this year?	☐	☐
Income Information		
Did you have any foreign income or pay any foreign taxes during the year?	☐	☐
Did you receive any income from property sold prior to this year?	☐	☐
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐
Did you make any withdrawals from or contributions to an IRA, Keogh, SIMPLE, SEP, or other qualified retirement plan?	☐	☐
Did you make any withdrawals/contributions from/to a retirement plan (including IRA) due to Midwestern Disaster area relief?	☐	☐
Did you make any withdrawals from an education savings or 529 Plan account?	☐	☐
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	☐	☐
Did you receive any Social Security benefits during the year?	☐	☐
Did you receive any unemployment benefits during the year?	☐	☐
Did you receive any disability income during the year?	☐	☐
Did you receive tip income not reported to your employer this year?	☐	☐
Did any of your life insurance policies mature, or did you surrender any policies?	☐	☐
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐	☐

Itemized Deduction Information

Did you incur a casualty or theft loss during the year?	☐	☐
Do you have evidence to substantiate charitable contributions?	☐	☐
Did you make any noncash charitable contributions (clothes, furniture, etc.)?	☐	☐
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C.	☐	☐
Did you have an expense account or allowance during the year?	☐	☐
Did you use your car on the job, for other than commuting?	☐	☐
Did you work out of town for part of the year?	☐	☐
Did you have any expenses related to seeking a new job during the year?	☐	☐
Did you make any major purchases during the year (cars, boats, etc.)?	☐	☐
Did you make any out-of-state purchases (by telephone, internet, mail, in person) that the seller did not collect state sales or use tax?	☐	☐

Miscellaneous Information

Did you make gifts of more than $13,000 to any individual?	☐	☐
Did you have any educational expenses during the year?	☐	☐
Did you make any contributions to an education savings or 529 Plan account?	☐	☐
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	☐	☐
Did you pay long-term health care premiums for yourself or your family?	☐	☐
Did you pay any COBRA health care coverage continuation premiums?	☐	☐
Did you engage in any bartering transactions?	☐	☐
Are you an active participant in a pension or retirement plan?	☐	☐
Did you retire or change jobs this year?	☐	☐
Did you incur moving costs because of a job change?	☐	☐
Did you, your spouse, or your dependents attend a post-secondary school during the year?	☐	☐
Did you pay any individual as a household employee during the year?	☐	☐
Did you make energy efficient improvements to your main home this year?	☐	☐
Were you a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country?	☐	☐
Did you receive correspondence from the State or the Internal Revenue Service? If yes, explain: ____	☐	☐
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	☐	☐
Did you pay state and local real estate property taxes this year? If yes, please attach a supporting statement.	☐	☐