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Tax Organizer 2017

Returning clients -

If the information is the same as last year, you don't need to fill it out again.
Just let me know about anything that's different – address changes, new dependents, etc.

New Clients -

I'll need your last year's (2016) tax return.

Information I need:

Name (as on social security card)

Address

Phone

Email

Social Security number

Date of birth

Were you married as of Dec. 31, 2017?

If so, spouse's:

Name (as on social security card)

Social Security number

Date of birth

Phone

Email

Do you have any dependent children?

Name Date of birth Social Security Number

Did you have child care expenses?

Did you have adoption expenses?

Do you have any other dependents?

Name Date of birth Social Security Number Relationship to you

If something doesn't apply to you, you can leave it blank. I'll assume the answer is no.

Did you make any estimated tax payments for 2017?

Did you get any letters or notices from the IRS last year?

INCOME

W-2s from employers?

1099-INTs or any other interest received?

1099-DIVs or any other dividends received?

1099-Rs or any other retirement or pension income received?

Did you take an early distribution (before age 59 1/2)?

SSA-1099 Social Security benefits?

1099-Bs or any broker statements?

Did you sell any stocks or investment property?

Did you buy or sell a house or other real estate?

If so, please include the settlement statement

Was it your residence, or rental, or investment property?

Did you have any rental income?

W-2G Gambling winnings?

Did you have any gambling losses?

1099-G Unemployment compensation or other government payments?

K-1s from partnerships, S corps, trusts or estates?

Did you receive any other income not listed above?

Did you earn any income working in a different state?

Did you earn any income working outside of the United States?

If you're not a US citizen, what is your status?

If you received a 1099-MISC or had any self-employment (freelance) income,
please see the page "**Schedule C Self-employment**"

DEDUCTIONS & CREDITS

Did you have health insurance?

Did you pay for it yourself (out of your own money?)

If you received a form 1095 about your health insurance, please provide it.

1098-T Tuition paid?

1098-E Student loan interest?

Did you contribute to an IRA or other retirement plan?

Did you convert a traditional IRA to a Roth?

Did you have contributions or distributions to or from an HSA or MSA?

Any distributions from an education savings account (QTIP, GET, Coverdell, 529)?

Did you move?

Where from?

When?

Was the move work-related?

Did you have K-12 teaching expenses?

Did you receive or pay alimony?

Did you make energy-efficient home improvements?

Do you want to donate \$3 to the Presidential Election Fund?

Any other information or questions

Did you have any bank accounts or financial investments outside of the US?

All the information provided is complete and correct to the best of my knowledge, and I have appropriate documentation for all items claimed.

(please sign and date)

Schedule A Itemized Deductions

Did you have medical expenses not reimbursed by insurance?

Health insurance premiums?

Doctor, dentist, eye doctor, physical therapy, or other medical professionals?

Prescription medications?

Medical equipment or supplies?

1098 Mortgage interest or other mortgage interest paid

Did you buy a house or any real estate?

If so, please attach copy of settlement statement

Real estate taxes

Sales tax on vehicles or home improvements

Did you make any charitable contributions?

Please list the amounts and charities

Do you have a receipt from the organization or other documentation?

Did you donate any items to charity?

Please list the charity, the items donated and their estimated garage sale or craigslist value

Do you have a receipt from the organization or other documentation?

Did you have unreimbursed employee expenses?

Job search expenses?

Tax preparation expenses?

Safe deposit box fees?

Investment expenses?

Did you have a disaster or theft loss not covered by insurance?

Schedule C Self-employment

Are you self-employed - do you have your own business as a sole proprietor?

What kind of business is it?

Is there a business name (other than your own)?

Do you have an EIN?

Address of business (if different than home)

(I'll assume you are using cash basis accounting and a calendar year. If you are using accrual-based accounting or have a fiscal year different from calendar year let me know.)

Is this your first year in business?

Did you pay any health insurance premiums?

Did you contribute to a self-employed retirement plan?

Did you have employees?

Income:

Revenue received in 2017

Was it all earned in your state of residence?

If not, how much was earned in each state?

Did you receive any 1099 –MISC forms?

If you have **inventory**, how much did you have at the beginning of the year?

End of the year?

Amount of purchases during the year?

You can provide a copy of your QuickBooks or access to your Freshbooks or other accounting software, or a printout or Excel spreadsheet of your expenses if available.

Expenses:

These are some common business expenses. Each business is different and you may have expenses not listed.

Advertising & Marketing
Website & Internet
Computer & software expense
Office supplies
Supplies used in your business
Bank fees, PayPal & merchant fees
Lawyers, accountants & other professionals
Rent
Professional education
Postage & freight
Dues & memberships
Books & publications
Business insurance
Interest paid on business loans or business credit cards
Taxes & licenses
Telephone expenses
Business travel

Business meals - please list 100% of the amount you paid
Do you have documentation showing the business purpose of the meals?

Independent contractors
Did you issue 1099-MISCs?

Please provide a list of all your other business expenses.

Did you purchase furniture, equipment, computers, or other assets?

If you have **business mileage**, how many miles did you drive for business?

How many total miles did you drive all year?

Do you have documentation written at the time showing the business purpose for each trip?

If you have a **home office**, what is the square footage of the office?

What is the square footage of your whole residence?

What were your utility costs for the year?

Did you have homeowner's or renter's insurance?

If you rent, how much rent did you pay?

If you own your home, how much mortgage interest did you pay?

How much real estate tax did you pay?

How much was the purchase price of the home?