

## INDIVIDUAL TAX ORGANIZER (FORM 1040 Series – Year 2016)

This organizer is designed to assist you in gathering the information required for preparation of your individual income tax returns. Please complete it and provide details and documentation as requested.

The Internal Revenue Service (IRS) matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Accordingly, all information returns reflecting amounts reported to the IRS are also mailed or delivered to taxpayers in an envelope clearly marked “IMPORTANT TAX DOCUMENTS ENCLOSED” and should be submitted with this organizer. Include the following, if applicable:

- W-2 (wages)
- 1099-R (retirement)
- 1099-INT (interest)
- 1099-DIV (dividends)
- 1099-B (brokerage sales)
- 1099-MISC (rents, etc.)
- 1099 (any other)
- 1098-T (education)
- 1095-A, 1095-B, or 1095-C (health insurance)
- Schedules K-1 (Forms 1065, 1120S, 1041)
- Annual brokerage statements
- 1098 (mortgage interest)
- 8886 (reportable transactions)
- Closing disclosure (formerly HUD-1 for real estate sales/purchases)
- Other information statements

Also being sent is an engagement letter which explains the services that will be provided to you. A signed copy of the engagement letter (by both taxpayers in the event of a jointly filed return) needs to be received by my office. You should keep a copy for your records.

The filing deadline for your income tax return is Monday April 17, 2017. Your completed tax organizer and tax documents need to be received no later than April 1st. Any information received after that date may require an extension to be filed for this return. Please note that Easter Sunday is April 16th and you should plan accordingly if you are out of town that week.

If an extension of time is required, any tax due must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late-payment penalties and interest. If you don't pay a reasonable estimate of your tax liability, your extension may be deemed invalid, subjecting you to late-filing penalties.

Should you have questions regarding any items, please contact the office.

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**If we did not prepare your prior year returns, provide a copy of federal and state returns for the three previous years. If your return was completed by Bauer CPA last year, you only need to write in changed below from prior year's return. Complete pages 1 – 4 and all applicable sections.**

Taxpayer's Name \_\_\_\_\_ SSN \_\_\_\_\_ Occupation \_\_\_\_\_

Spouse's Name \_\_\_\_\_ SSN \_\_\_\_\_ Occupation \_\_\_\_\_

Home address \_\_\_\_\_

City, Town or Post Office \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ School District \_\_\_\_\_

Telephone Number \_\_\_\_\_ Telephone Number (Taxpayer) \_\_\_\_\_ Telephone Number (Spouse) \_\_\_\_\_  
 Home \_\_\_\_\_ Office \_\_\_\_\_ Office \_\_\_\_\_

Email (T) \_\_\_\_\_ Fax \_\_\_\_\_ Fax \_\_\_\_\_

Email (S) \_\_\_\_\_ Mobile \_\_\_\_\_ Mobile \_\_\_\_\_

Taxpayer Date of Birth \_\_\_\_\_ Blind? Yes \_\_\_ No \_\_\_

Spouse Date of Birth \_\_\_\_\_ Blind? Yes \_\_\_ No \_\_\_

► **Dependent Children Who Lived With You:**

| Full name | SSN | Relationship | Birth date |
|-----------|-----|--------------|------------|
|           |     |              |            |
|           |     |              |            |
|           |     |              |            |
|           |     |              |            |
|           |     |              |            |

► **Other Dependents:**

| Full name | SSN | Relationship | Birth date | # Months Resided in Your Home | % Support Furnished By You |
|-----------|-----|--------------|------------|-------------------------------|----------------------------|
|           |     |              |            |                               |                            |
|           |     |              |            |                               |                            |
|           |     |              |            |                               |                            |

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| Please answer the following questions and submit details for any question answered "Yes."  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| ▶ 1) Did any births, adoptions, marriages, divorces, or deaths occur in your family last year?<br>If yes, provide details.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 2) Will the address on your current returns be different from that shown on your prior year returns?<br>If yes, provide the new address and the date moved.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 3) Were there any changes in dependents from the prior year? If yes, provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 4) Are you entitled to a dependency exemption due to a divorce decree?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 5) Did any of your dependents have income of \$1,050 or more (\$400 if self-employed)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 6) Did any of your children under age 19, age 24 if they are a full-time student, have investment income over \$2,100?<br>If yes, do you want to include your child's income on your return? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 7) Are any dependent children married and filing a joint return with their spouse?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 8) Did any dependent child 19-23 years of age attend school full time for less than five months during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 9) Has the IRS, or any state or local taxing agency, notified you of changes to a prior year's tax return?<br>If yes, provide copies of all notices or correspondence received.              | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 10) Are you aware of any changes to your income, deductions, and credits reported on any prior years' returns?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 11) Did you receive any income from any legal proceedings, cancellation of student loans, unemployment, or other indebtedness during the year? If yes, provide details.                      | <input type="checkbox"/> | <input type="checkbox"/> |

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|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| ▶ 12) Did you make any gifts during the year directly, or in trust, exceeding \$14,000 per person?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 13) Did you make any discounted gifts or gifts of future interest to any person or trust?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 14) Did you have any interest in, or signature, or other authority over a bank, securities, or other financial account in a foreign country? <b>Extremely large penalties for not reporting. Also, Form 114, if necessary, can be efiled. Please notify me if you need Form 114 to be efiled for you.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 15) Did you have foreign income, pay any foreign taxes, or file any foreign information reporting or tax return forms? Provide details.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 16) Were you the grantor, transferor, or beneficiary of a foreign trust?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 17) Were you a resident of, or did you have income from, more than one state during the year? If so, provide details.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 18) Do you wish to have \$3 (or \$6 on joint return) of your taxes applied to the Presidential Campaign Fund?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 19) Do you wish to contribute to any state fund(s)? If yes, indicate amount(s) and which fund(s):<br><br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 20) Did you and all members of your household maintain minimum essential health coverage for all months of 2016?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. If yes, enclose documentation such as Form 1095-A, <i>Health Insurance Marketplace Statement</i> , a statement of coverage from your employer, or a medical bill showing payment by an insurance company, an insurance card, or a Medicare card.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If no, but you and all members of your household were covered for a part of 2016, provide documentation showing the months covered.  | <input type="checkbox"/> | <input type="checkbox"/> |

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|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 21) If you or your household did not maintain minimum essential health coverage:  |                          |                          |
| 1. Were you offered coverage (through your or your spouse’s plan) that you declined?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If yes, did the coverage offer minimum value and was it affordable?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were you or any member of your household eligible for Medicare or Medicaid, but did not enroll?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 22) Did you and your family receive any advance premium tax credits?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. If yes, enclose form 1095-A, <i>Health Insurance Marketplace Statement</i> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 23) Are more than one tax household sharing the premium tax credit? Examples include adult nondependent children, situations of divorce, or new marriage. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 24) Were either you or your spouse eligible to participate in an employer’s health insurance or long-term care plan?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 25) Do you want any overpayment of taxes applied to next year’s estimated taxes?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 26) Do you want any federal or state refund deposited directly into your bank account?<br>If yes, enclose a voided check.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Do you want any balance due directly withdrawn from this same bank account on the due date?  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do you want next year’s estimated taxes withdrawn from this same bank account on the due dates?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 27) Do you have any outstanding child or spousal support payments or federal debt?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 28) If you owe federal or state tax upon completion of your return, are you able to pay the balance due?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr style="border-top: 1px dashed #ccc;"/>  |                          |                          |
| ▶ 29) Do you expect a large fluctuation in your income, deductions, or withholding next year?<br>If yes, provide details.                                   | <input type="checkbox"/> | <input type="checkbox"/> |

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| ▶ 30) Did you receive any distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution (Form 1099-R)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 31) If you received an IRA distribution, which you did not roll over, provide details (Form 1099-R).<br>1. Did you or your spouse withdraw amounts from your IRA to acquire a personal residence or pay for unreimbursed medical expenses or higher education expenses? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 32) Did you “convert” IRA funds into a Roth IRA? If yes, provide details (Form 1099-R).  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 33) Did you receive any disability payments this year? Did you have any taxable distributions from an ABLE account?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 34) Did you receive tip income not reported to your employer?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 35) Did you sell or purchase a principal residence or other real estate? If yes, provide the settlement sheet (Closing Disclosure) and Form 1099-S.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 36) Did you collect on any installment contract during the year? Provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 37) Did you receive tax-exempt interest or dividends not reported on Forms 1099-INT or 1099-DIV?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 38) During this year, do you have any securities that became worthless or loans that became uncollectible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 39) Did you receive unemployment compensation? If yes, provide Form 1099-G.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 40) Did you receive or pay any alimony during the year? If yes, provide details.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 41) Did you have any casualty or theft losses during the year? If yes, provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 42) Did you realize a gain on property which was taken from you by destruction, theft, seizure, or condemnation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 43) Did you, or do you plan to, contribute money before April 18, 2017, to a traditional or Roth IRA for the last calendar year? If yes, provide details (note that some states may have earlier due dates, such as ME or MA).   | <input type="checkbox"/> | <input type="checkbox"/> |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| ▶ 44) If you or your spouse have self-employment income, do you want to make a retirement plan contribution?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 45) Did you, or do you plan to, contribute money before April 18, 2017 to a health savings account (HSA) for the last calendar year? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 46) Did you receive any distributions from an HSA? If so, provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 47) Did you incur expenses as an elementary or secondary educator? If so, how much?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 48) Did you pay real estate taxes on your principal residence or any other real property owned? If so, how much?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 49) Did you purchase gasoline, oil, or special fuels, for non-highway use vehicles?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 50) Did you purchase an energy-efficient or other new vehicle? If yes, provide the purchase invoice.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 51) Did you make any large purchases or home improvements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 52) Did you make any energy-efficient improvements (remodel or new construction) to your home?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 53) Did you pay real estate taxes on your principal residence or any other real property owned? If so, how much?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 54) Did you acquire or sell any "qualified small business stock?"   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 55) Were you granted, or did you exercise, any stock options? If yes, provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| ▶ 56) Were you granted any restricted stock? If yes, provide details.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 57) Did you pay any household employee over age 18 wages of \$2,000 or more?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. If yes, provide a copy of form W-2 issued to each household employee.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If yes, did you pay total wages of \$1,000 or more in any calendar quarter to all household employees?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 58) Did you surrender any U.S. savings bonds?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 59) Did you use the proceeds from series EE U.S. savings bonds purchased after 1989 to pay for higher education expenses?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 60) Did you start a business? If yes, provide details.  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 61) Did you purchase rental property? If yes, provide the settlement sheet (Closing Disclosure).  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 62) Did you acquire or dispose of any interests in partnerships, LLCs, S corporations, estates or trusts this year? If yes, provide the schedule K-1 that the organization has issued to you.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 63) Do you have records to support travel, entertainment, or gift expenses? The law requires that adequate records be maintained for travel, entertainment, and gift expenses. the documentation should include the amount, time and place, date, business purpose, description of gift(s) (if any), and business relationship of recipient(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 64) If you are/were an Indiana resident in year 2016 & paid rent while living in IN, please provide landlord's name/address and amount of rent paid: _____  |                          |                          |
| ▶ 65) As an IN resident, did you pay education expenses for full time, grades K-12 (homeschooled or private school)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 66) Can the IRS and state tax authority discuss questions about this return with the preparer?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 67) Have you been a victim of identity theft in prior years? If you have a federal IP PIN, please contact us.   | <input type="checkbox"/> | <input type="checkbox"/> |



# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**ESTIMATED TAX PAYMENTS MADE**

| Prior year overpayment applied | FEDERAL   |             | STATE (NAME): |             |
|--------------------------------|-----------|-------------|---------------|-------------|
|                                | Date Paid | Amount Paid | Date Paid     | Amount Paid |
| 1st Quarter                    |           |             |               |             |
| 2nd Quarter                    |           |             |               |             |
| 3rd Quarter                    |           |             |               |             |
| 4th Quarter                    |           |             |               |             |

**WAGES, SALARIES AND OTHER EMPLOYEE COMPENSATION**

▶ Enclose all Forms W-2.

**PENSION, IRA, AND ANNUITY INCOME**

YES    NO

▶ Enclose all Forms 1099-R.

▶ 1) Did you receive a lump sum distribution from your employer?    

▶ 2) Did you “convert” a lump sum distribution into another plan or IRA account?    

▶ 3) Did you transfer IRA funds to a Roth IRA this year?    

▶ 4) Have you elected a lump sum treatment for any retirement distributions after 1986? Taxpayer \_\_\_\_\_       
Spouse \_\_\_\_\_    

▶ 5) If over age 70 ½, did you or your spouse make a contribution from your IRA directly to a charitable organization?    

**SOCIAL SECURITY BENEFITS RECEIVED**

▶ 1) Enclose all 1099 SSA forms.



## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**DIVIDEND INCOME** – Enclose all Forms 1099-DIV and statements of tax-exempt dividends earned.

**If not available, complete the following:**

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| TSJ* | Name of Payer | Ordinary Dividends | Qualified Dividends | Capital Gain Distributions | Non-Taxable | Federal Tax Withheld | Foreign Tax Withheld |
|------|---------------|--------------------|---------------------|----------------------------|-------------|----------------------|----------------------|
|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |
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|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |
|      |               |                    |                     |                            |             |                      |                      |

\*T = Taxpayer S = Spouse J = Joint

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## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**MISCELLANEOUS INCOME** – List and enclose related Forms 1099 or other forms.

| Description                          | Amount |
|--------------------------------------|--------|
| State and local income tax refund(s) |        |
| Alimony received                     |        |
| Jury fees                            |        |
| Finder's fees                        |        |
| Director's fees                      |        |
| Prizes                               |        |
| Gambling winnings (W2-G)             |        |
| Trustee fees                         |        |
| Executor fees                        |        |
| Other miscellaneous income           |        |

**INCOME FROM BUSINESS OR PROFESSION — SCHEDULE C**

► Who owns this business?     Taxpayer     Spouse     Joint

Principal business or profession \_\_\_\_\_

Business name \_\_\_\_\_

Business taxpayer identification number \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

|   |                          | YES                      | NO |
|---|--------------------------|--------------------------|----|
|   |                          |                          |    |
| <p>▶ Method(s) used to value closing inventory:</p> <p> <input type="checkbox"/> Cost                        <input type="checkbox"/> Lower of cost or market                        <input type="checkbox"/> Other (describe) _____                        N/A <input type="checkbox"/> </p> <p>accounting method:</p> <p> <input type="checkbox"/> Cash                        <input type="checkbox"/> Accrual                        <input type="checkbox"/> Other (describe) _____                 </p> |                          |                          |    |
|   |                          |                          |    |
| ▶ 1) Was there any change in determining quantities, costs, or valuations between the opening and closing inventory? If yes, attach an explanation.   | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 2) Did you deduct expenses for the business use of your home? If yes, complete the office in home schedule provided in this organizer.  | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 3) Did you materially participate in the operation of the business during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 4) Did you pay any health insurance premiums or long-term care premiums?  | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 5) Was all of your investment in this activity at risk?   | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 6) Were any assets sold, retired, or converted to personal use during the year? If yes, list assets sold including date acquired, date sold, sales price, and original cost.  | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 7) Were any assets purchased during the year? If yes, list assets acquired, including date placed in service and purchase price, including trade-in. attach copies of purchase invoices.  | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 8) Was this business still in operation at the end of the year?   | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |
| ▶ 9) List the states in which the business was conducted, and provide income and expense by state. _____  | <input type="checkbox"/> | <input type="checkbox"/> |    |
|   |                          |                          |    |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| <p>▶ 10) Provide copies of certification for employees of target groups and associated wages qualifying for the Work opportunity tax Credit.</p>                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>▶ 11) Did you make any payments during the year that would require you to file Form(s) 1099?</p> <p style="margin-left: 20px;">If yes, did you file Form(s) 1099?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>▶ 12. Did you have employees? If yes:</p>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Provide copies of all federal and state payroll reports including Forms W-2/W-3, 940 and 941.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a Health Reimbursement Arrangement or otherwise reimburse you employees for medical expenses or health insurance premiums?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have less than 50 full-time equivalent employees?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you pay an average wage of less than \$50,000?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you pay at least half of the employees' health insurance premiums?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Provide a copy of Form 1094-C, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**INCOME AND EXPENSES (Schedule C)** — Attach a schedule of income and expenses of the business or complete the following worksheet. Complete a separate schedule for each business.

| Description   | Amount |
|---|--------|
| <b>Part I — Income</b>  |        |
| Gross receipts or sales   |        |
| Returns and allowances  |        |
| Other income (List type and amount.)  |        |
| <b>Part II — Cost of Goods Sold</b>   |        |
| Inventory at beginning of year  |        |
| Purchases less cost of items withdrawn for personal use   |        |
| Cost of labor (do not include salary paid to yourself.)   |        |
| Materials and supplies  |        |
| Other costs (List type and amount.)   |        |
| Inventory at end of year  |        |
| <b>Part III — Expenses</b>  |        |
| Advertising   |        |
| Bad debts from sales or services  |        |
| Car and truck expenses (complete the auto expense schedule on page 31.)                                 |        |
| Commissions and fees  |        |
| Licensing   |        |
| Depreciation and Section 179 expense deduction (provide depreciation schedules)                         |        |
| Employee health insurance and other benefit programs (excluding retirement plans and amounts for owner) |        |
| Employee retirement contribution (other than owner)   |        |
| Self-employed owner:  |        |
| a. Health insurance premiums  |        |
| b. Retirement contributions   |        |
| c. State income tax   |        |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

| description  | amount |
|--|--------|
| Insurance (other than health)  |        |
| Interest:  |        |
| a. Mortgage (paid to banks, etc.)  |        |
| b. Other   |        |
| Legal and professional services  |        |
| Office Expense   |        |
| Rent or Lease:   |        |
| a. Vehicles, machinery and equipment   |        |
| b. Real estate or other business property  |        |
| Repairs and Maintenance  |        |
| Internet Access  |        |
| Telephone/mobile expense   |        |
| Supplies   |        |
| Taxes and licenses (enclose copies of payroll tax returns). Do not include state income tax. |        |
| Travel, meals, and entertainment:  |        |
| a. Travel  |        |
| b. Meals and entertainment   |        |
| Utilities  |        |
| Wages (enclose copies of Forms W-3/W-2.)   |        |
| Lobbying expenses  |        |
| Club dues:   |        |
| a. Civic club dues   |        |
| b. Social or entertainment club dues   |        |
| Other expenses (List type and amount.)   |        |
|  |        |
|  |        |

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# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**OFFICE IN HOME**

- ▶ To qualify for an office in home deduction, the area must be used exclusively for business purposes on a regular basis in connection with your employer’s business and for your employer’s convenience. If you are self-employed, it must be your principal place of business or you must be able to show that income is actually produced there. If business use of home relates to daycare, provide total hours of business operation for the year.

| Business or activity for which you have an office | Total area of the house<br>(square feet) | Area of business<br>portion (square feet) | Business<br>Percentage |
|---|--|---|------------------------|
|   |  |   |                        |

▶ **I. DEPRECIATION**

|                                | Date Placed in<br>Service | Cost/Basis | Method | Life | Prior<br>Depreciation |
|--------------------------------|---------------------------|------------|--------|------|-----------------------|
| House                          |                           |            |        |      |                       |
| Land                           |                           |            |        |      |                       |
| Total Purchase Price           |                           |            |        |      |                       |
| Improvements (Provide details) |                           |            |        |      |                       |

▶ **II. EXPENSES TO BE PRORATED:**

|                          |       |
|--------------------------|-------|
| Mortgage interest        | _____ |
| Real estate taxes        | _____ |
| Utilities                | _____ |
| Property insurance       | _____ |
| Other expenses — itemize | _____ |
|                          | _____ |
|                          | _____ |

▶ **III. EXPENSES THAT APPLY DIRECTLY TO HOME OFFICE:**

|                          |       |
|--------------------------|-------|
| Telephone                | _____ |
| Maintenance              | _____ |
| Other expenses — itemize | _____ |
|                          | _____ |
|                          | _____ |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**CAPITAL GAINS AND LOSSES** — Enclose all Forms 1099-B (with supplemental year-end brokerage statements) and 1099-S (with Closing Disclosure statements). Complete the following schedule if no statements are available, and provide all transaction slips for sales and purchases.

| Description | Date Acquired | Date Sold | Sales Proceeds | Cost or Basis | Gain (Loss)* |
|-------------|---------------|-----------|----------------|---------------|--------------|
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |

*\*If you have questions regarding the taxable status of any gain or loss, please contact our office.*

▶ Enter any sales **NOT** reported on Forms 1099-B and 1099-S:

| Description | Date Acquired | Date Sold | Sales Proceeds | Cost or Basis | Gain (Loss)* |
|-------------|---------------|-----------|----------------|---------------|--------------|
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
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|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |
|             |               |           |                |               |              |

*\*If you have any questions regarding gain or loss, please contact our office.*

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**SALE/PURCHASE OF PERSONAL RESIDENCE**

YES    NO

▶ Provide closing statements (Closing Disclosure) on purchase and sale of old residence and purchase of new residence.

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

▶ For sale of personal residence, did you own and live in it for two of the five years prior to sale?

  

**MOVING EXPENSES**

YES    NO

▶ Did you change your residence during this year due to a change in employment, transfer, or self-employment?    

If yes, furnish the following information:

Number of miles from your former residence to your new business location \_\_\_\_\_ miles

Number of miles from your former residence to your former business location \_\_\_\_\_ miles

▶ Did your employer reimburse or pay directly any of your moving expenses?    

If yes, enclose the employer provided itemization form and note the amount of reimbursement received. \$ \_\_\_\_\_

▶ Itemize below the total moving costs you paid (without reduction for any reimbursement by your employer).

Expenses of moving from old to new home:

Transportation expenses in moving household goods and family    \$ \_\_\_\_\_

Cost of storing and insuring household goods    \$ \_\_\_\_\_

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**RESIDENCE CHANGE**

► If you changed residences during the year, provide the period of residence in each location.

Residence #1 \_\_\_\_\_ from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Own  Rent

Residence #2 \_\_\_\_\_ from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Own  Rent

**RENTAL AND ROYALTY INCOME** — Complete a separate schedule for each property.

YES NO

► 1) Description and location of property: \_\_\_\_\_  
\_\_\_\_\_

► 2) Type of property:

- |                    |                          |                          |
|--------------------|--------------------------|--------------------------|
| Personal use       | <input type="checkbox"/> | <input type="checkbox"/> |
| Residential rental | <input type="checkbox"/> | <input type="checkbox"/> |
| Commercial rental  | <input type="checkbox"/> | <input type="checkbox"/> |
| Royalty            | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-rental        | <input type="checkbox"/> | <input type="checkbox"/> |
| Other — Describe   | <input type="checkbox"/> | <input type="checkbox"/> |

If personal use property, provide the following:

1. Number of days the property was occupied by you, a member of your family, or any individual not paying rent at the fair market value. \_\_\_\_\_
2. Number of days the property was not occupied. \_\_\_\_\_  
 If not occupied, was it available for rent during this time?
3. How many days was the property rented during the year? \_\_\_\_\_

- 3) Did you actively participate in the operation of the rental property during the year?
1. Were more than half of the personal services that you or your spouse performed during the year, performed in real property trade or business?
  2. Did you or your spouse perform more than 750 hours of services during the year in real property trade or business?

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

|   |                          |                          |
|---|--------------------------|--------------------------|
|   | YES                      | NO                       |
| -----   |                          |                          |
| ▶ 4) Did you make any payments during the year that would require you to file Form(s) 1099? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, did you file the Form(s) 1099?  | <input type="checkbox"/> | <input type="checkbox"/> |
| -----   |                          |                          |

| Income:           | Amount |                                   | Amount |
|-------------------|--------|-----------------------------------|--------|
| Rents received    |        | Royalties received                |        |
| Expenses:         |        |                                   |        |
| Mortgage interest |        | Legal and other professional fees |        |
| Other interest    |        | Cleaning and maintenance          |        |
| Insurance         |        | Commissions                       |        |
| Repairs           |        | Utilities                         |        |
| Auto and travel   |        | Management fees                   |        |
| Advertising       |        | Supplies                          |        |
| Taxes             |        | Other (itemize)                   |        |

▶ If this is the first year we are preparing your return, provide depreciation records.

-----

▶ If this is a new property, provide the closing statement (Closing Disclosure).

-----

▶ List below any improvements or assets purchased during the year.

| Description | Date placed in service | Cost |
|-------------|------------------------|------|
|             |                        |      |
|             |                        |      |
|             |                        |      |

▶ If the property was sold during the year, provide the closing statement (Closing Disclosure).

-----

**INDIVIDUAL TAX ORGANIZER  
(FORM 1040)**

INCOME FROM PARTNERSHIPS, ESTATES, LLCs, TRUSTS, AND S CORPORATIONS

► Enclose all schedules K-1 received to date. Also list below all schedules K-1 not yet received:

| Name | Source Code* | Federal ID # |
|------|--------------|--------------|
|      |              |              |
|      |              |              |
|      |              |              |
|      |              |              |
|      |              |              |
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|      |              |              |
|      |              |              |
|      |              |              |
|      |              |              |
|      |              |              |

\*Source Code: P = Partnership/LLC E = Estate/Trust S = S Corporation

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**CONTRIBUTIONS TO RETIREMENT PLANS**

|  | TAXPAYER | SPOUSE |
|--|----------|--------|
| Are you covered by a qualified retirement plan? (Y/N)  |          |        |
| Do you want to make the maximum deductible IRA contribution? (Y/N)   |          |        |
| IRA payments made for this return  |          |        |
| IRA payments made for this return for nonworking spouse  |          |        |
| Do you want to make an IRA contribution even if part or all of it may not be deducted? (Y/N) If yes, provide a copy of the latest Form 8606 filed. |          |        |
| Have you made or do you want to make a Roth IRA contribution? (Y/N)<br>If yes, provide Roth IRA payments made for this return.                     |          |        |
| Do you want to make the maximum allowable Keogh/SEP/SIMPLE IRA contribution? (Y/N)   |          |        |
| Keogh/SEP/SIMPLE IRA payments made for this return   |          |        |
| Date Keogh/SIMPLE IRA plan established   |          |        |

**ALIMONY PAID**

▶ Name of Recipient(s) \_\_\_\_\_  
 Social Security Number(s) of Recipient(s) \_\_\_\_\_

▶ Amount(s) paid \$ \_\_\_\_\_

▶ If a divorce occurred this year, enclose a copy of the divorce decree and property settlement.

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**MEDICAL AND DENTAL EXPENSES (PLEASE NOTE THAT MEDICAL EXPENSES MUST EXCEED 10% (7.5% FOR TAXPAYERS AGE 65 OR OLDER) OF ADJUSTED GROSS INCOME TO BE DEDUCTIBLE). HEALTH INSURANCE PREMIUMS AND MEDICAL EXPENSES PAID WITH PRE-TAX DOLLARS (CAFETERIA PLANS, HEALTH SAVINGS ACCOUNTS, ETC.) ARE NOT DEDUCTIBLE.**

| Description  | Amount |
|--|--------|
| Premiums for health and accident insurance including Medicare            |        |
| Long-term care premiums: Taxpayer \$ _____ Spouse \$ _____               |        |
| Medicine and drugs (prescription only)                                   |        |
| Doctors, dentists, nurses  |        |
| Hospitals, clinics, laboratories   |        |
| Eyeglasses/corrective surgery  |        |
| Ambulance  |        |
| Medical supplies/equipment   |        |
| Hearing aids   |        |
| Lodging and meals  |        |
| Travel   |        |
| Mileage (number of miles)  |        |
| Long-term care expenses  |        |
| Payments for in-home care (complete later section on home care expenses) |        |
| Other  |        |
| Insurance reimbursements received  |        |

|   |                          |                          |
|---|--------------------------|--------------------------|
| -----   | YES                      | NO                       |
| -----   |                          |                          |
| ► Were any of the above expenses related to cosmetic surgery? | <input type="checkbox"/> | <input type="checkbox"/> |
| -----   |                          |                          |



# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**DEDUCTIBLE TAXES**

| Description   | Amount |
|---|--------|
| State and local income tax payments made this year for prior year(s). |        |
| Real estate taxes: Primary residence                                  |        |
| Secondary residence   |        |
| Other   |        |
| Personal property or ad valorem taxes                                 |        |
| Sales tax on major items (auto, boat, home improvements, etc.)        |        |
| Other sales taxes paid (if applicable)                                |        |
| Intangible tax  |        |
| Other taxes (itemize)   |        |
| Foreign tax withheld (may be used as a credit)                        |        |

**INTEREST EXPENSE**

▶ Mortgage interest (enclose Forms 1098)

| Payee* | Property** | Amount |
|--------|------------|--------|
|        |            |        |
|        |            |        |
|        |            |        |
|        |            |        |
|        |            |        |

\* Include address and social security number if payee is an individual.

\*\* Describe the property securing the related obligation, i.e., principal residence, motor home, boat, etc. If any mortgage or equity loan was not used to buy, build, or improve your principal or second residence, please describe how the proceeds were used.

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

► Unamortized points on residence refinancing

| Date of Refinance | Loan term | Total points |
|-------------------|-----------|--------------|
|                   |           |              |
|                   |           |              |

► Student loan interest

| Payee | Amount |
|-------|--------|
|       |        |
|       |        |

► Investment interest not reported on schedules A, C, or E

| Payee | Investment Purpose (stocks, land, etc.) | Amount |
|-------|---|--------|
|       |   |        |
|       |   |        |
|       |   |        |
|       |   |        |

► Business interest not reported on schedules C or E

| Payee | Business Purpose | Amount |
|-------|------------------|--------|
|       |                  |        |
|       |                  |        |
|       |                  |        |
|       |                  |        |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

### CONTRIBUTIONS

- Cash contributions for which you have receipts, canceled checks, etc. Note: You need to have written acknowledgment from any charity to which you made individual donations of \$250 or more during the year.

| Donee | Amount | Donee | Amount |
|-------|--------|-------|--------|
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |
|       |        |       |        |

- Expenses incurred in performing volunteer work for charitable organizations:

|                          |    |
|--------------------------|----|
| Parking fees and tolls   | \$ |
| Supplies                 | \$ |
| Meals and entertainment  | \$ |
| Other (itemize)          | \$ |
| Automobile mileage _____ | \$ |

- Other than cash contributions (enclose receipts):

|                               |  |  |
|-------------------------------|--|--|
| Organization name and address |  |  |
| Description of property       |  |  |
| Date acquired                 |  |  |
| How acquired                  |  |  |
| Cost or basis                 |  |  |
| Date contributed              |  |  |
| Fair market value (FMV)       |  |  |
| How FMV determined            |  |  |

- Include signed and dated Form 8283 by the donee organization and/or qualified appraiser, if applicable.

- For contributions over \$5,000, include a copy of the appraisal and confirmation from charity.

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**CASUALTY OR THEFT LOSSES**

► Loss of property by theft or damage to property by fire, storm, car accident, shipwreck, flood, or other "act of God"

|                                 | Property   | Property   | Property   |
|---------------------------------|--|--|--|
| Indicate type of property       | <input type="checkbox"/> Business<br><input type="checkbox"/> Personal | <input type="checkbox"/> Business<br><input type="checkbox"/> Personal | <input type="checkbox"/> Business<br><input type="checkbox"/> Personal |
| Description of property         |  |  |  |
| Date acquired                   |  |  |  |
| Cost                            |  |  |  |
| Date of loss                    |  |  |  |
| Description of loss             |  |  |  |
| Was property insured? (Y/N)     |  |  |  |
| Was insurance claim made? (Y/N) |  |  |  |
| Insurance proceeds              |  |  |  |
| Fair market value before loss   |  |  |  |
| Fair market value after loss    |  |  |  |

YES    NO

► Is the property in a presidentially declared disaster area?

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**MISCELLANEOUS DEDUCTIONS**

| Description  | Amount |
|--|--------|
| Income tax preparation fees  |        |
| Legal fees (provide details)   |        |
| Safe deposit box rental (if used for storage of documents or items related to income-producing property) |        |
| Employment agency fees   |        |
| Investment expenses  |        |
| Trustee fees   |        |
| Other miscellaneous deductions — itemize   |        |
| Documented gambling losses   |        |

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**EMPLOYEE/SELF EMPLOYED BUSINESS EXPENSES — FORM 2106**

► Expenses incurred by:  Taxpayer  Spouse  Occupation \_\_\_\_\_

► Complete a separate schedule for each business.

| Description  | Total Expense Incurred | Employer Reimbursement Reported on W-2 | Employer Reimbursement Not on W-2 |
|--|------------------------|--|-----------------------------------|
| Travel expenses while away from home:                    |                        |  |                                   |
| Transportation costs                                     |                        |  |                                   |
| Lodging  |                        |  |                                   |
| Meals and entertainment                                  |                        |  |                                   |
| Business use of home (see schedule)                      |                        |  |                                   |
| Other employee business expenses — itemize               |                        |  |                                   |
| Union dues   |                        |  |                                   |
| Small tools  |                        |  |                                   |
| Uniforms which are not suitable for wear outside of work |                        |  |                                   |
| Safety equipment and clothing                            |                        |  |                                   |
| Professional dues  |                        |  |                                   |
| Business publications                                    |                        |  |                                   |
| Unreimbursed cost of business supplies                   |                        |  |                                   |

# INDIVIDUAL TAX ORGANIZER (FORM 1040)

**EMPLOYEE/SELF EMPLOYED BUSINESS EXPENSES — FORM 2106**

▶ Automobile expenses — Complete a separate schedule for each vehicle.

|                                 |   |
|---------------------------------|---|
| Vehicle description _____       | Total business miles _____                        |
| Date placed in service _____    | Total commuting miles _____                       |
| Cost/fair market value _____    | Total other personal miles _____                  |
| Lease term, if applicable _____ | Total miles this year _____                       |
|                                 | Average daily round trip commuting distance _____ |

▶ Actual expenses (\*omit if using mileage method)

|                        |                      |
|------------------------|----------------------|
| Gas, oil* _____        | Taxes and tags _____ |
| Repairs* _____         | Interest _____       |
| Tires, supplies* _____ | Parking _____        |
| Insurance* _____       | Tolls _____          |
| Lease payments* _____  | Other _____          |

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| ▶ Did you acquire, lease, or dispose of a vehicle used for business during this year?<br>If yes, enclose the purchase and sales contract or lease agreement. | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Did you use the above vehicle in this business less than 12 months?<br>If yes, enter the number of months _____.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do you have another vehicle available for personal purposes?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do you have evidence to support your deduction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Is the evidence written?   | <input type="checkbox"/> | <input type="checkbox"/> |

## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**CHILD CARE EXPENSES/HOME CARE EXPENSES**

YES    NO

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▶ Did you pay an individual or an organization to perform services for the care of a dependent under 13 years old, in order to enable you to work or attend school on a full-time basis?    

-----

▶ Did you pay an individual to perform in-home health care services for yourself, your spouse, or dependents?    

-----

▶ If the response to either of the questions above is yes, complete the following information:

Names(s) of dependent(s) for whom services were rendered.

\_\_\_\_\_

-----

▶ List individuals or organizations to whom expenses were paid during the year (services of a relative may be deductible only if that relative is not a dependent and if the relative's services are considered employment for Social Security purposes).

| Name and address | Id# | Amount | If Under 18 |
|------------------|-----|--------|-------------|
|                  |     |        |             |
|                  |     |        |             |
|                  |     |        |             |
|                  |     |        |             |

▶ If payments of \$2,000 or more during the tax year were made to an individual, were the services performed in your home?    

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## INDIVIDUAL TAX ORGANIZER (FORM 1040)

**EDUCATIONAL EXPENSES**

YES    NO

▶ Did you or any other member of your family pay any post-secondary educational expenses this year?

  

▶ If yes, complete the following and provide Form 1098-T from the school:

| Student Name | Institution | Grade/Level | Amount Paid | Date Paid |
|--------------|-------------|-------------|-------------|-----------|
|              |             |             |             |           |
|              |             |             |             |           |
|              |             |             |             |           |

▶ Was any of the preceding tuition paid with funds withdrawn from an educational IRA or 529 plan?  
If yes, how much? \$\_\_\_\_\_submit Form 1099-Q.

  

**COMMENTS/EXPLANATIONS**

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