

TAXAWAY TAX ORGANIZER

Unlike some tax organizers, I consider it unnecessary for the client to fill in every detail from the source documents. I'll enter the data directly from those documents in the course of exercising due diligence during tax preparation.

Client(s):

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Instructions:

This organizer can be used when dropping off or uploading your tax documents, or bringing to our appointment. You can also use it just as a guideline and to refresh your memory as to what documents you need to get.

Personal Information

Has there been any changes in the information from the previous year?
(Occupation, address, method I should contact you)?

Any changes in your filing status or dependents?

If additional dependents, please provide new information below.

Dependent's name, DOB, SSN

(list relationship if not direct child)

Daycare/After School Expenses:

Each provider name, address, EIN/SSN, and for which children care was provided, only if different from prior year

Provide amount paid even if same provider, and even if paid from a dependent care benefit plan

(only necessary to list up to 6K expenses)

Post-Secondary Tuition Expenses:

Include 1098-T form which is required (ie, similar to providing a W2).

Institution: Tuition and Fees:

(room and board not deductible)

Rent:

MA renters, enter amount paid:

(Homeowners, see Deductions section)

Health care coverage:

Insurance carrier(s):

Include the 1095-B/C form from employer if available

Coverage via Health Connector: include the 1095-A form

MA residents, please include 1099-HC (N/A for MassHealth/Medicare)

MA tax filers: fast lane tolls/prepaid T passes:

Totals per taxpayer:

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(if expenses per person >\$150)

Indicate any other tax-related personal information and questions:

[Next: Income Documents Section]

INCOME DOCUMENTS SECTION

Include tax documents/statements when applicable

Income Documents:

Wages	List each employer	
W-2		

Bank Interest	List each issuer	
1099-INT, 1099-OID	Or list grand total for 'all banks' if no statements were issued (ie, each under \$10 interest but you added them up)	

Brokerage Income	List each brokerage company	
1099-DIV, 1099-B		

Self-employment	List each issuer	
1099-NEC	For self-employment w/out 1099s, list grand total	

Retirement income	List each issuer	
1099-R, 1099-SS		

Other income	List each issuer	
	W-2G: gambling/lottery winnings	
	1099-G: unemployment/state refund	
	1099-C: cancellation of debt	
	1099-MISC: other forms of income	

Income situations usually without reporting statements:
Rental owners/Self-employed taxpayers, see applicable sections

[Next: Deductions and Expenses Section]

DEDUCTIONS AND EXPENSES SECTION

Adjustments:

1098-E: Student loan interest
(*indicate grad/undergrad*)

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Teacher K-12 classroom supplies

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Traditional IRA / Roth contributions (*indicate type*)

Taxpayer:

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Spouse:

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Self-employed (SEP-IRA/Keogh/Solo 401k):

will discuss

Itemized Deductions:

Homeowners: 1098 mortgage statement(s)

Lender(s):

(*include interest on line of credit/equity only if used for home improvements*)

Real estate tax payments (if not from escrow)

Payments made in calendar year:

(*Purchase: include settlement sheet pages 1-2*)

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(*Refi: did you pay points?*)

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Car excise tax

Vehicle, amount paid:

Charitable contributions, cash/check/cc

Organizations / Amount:

(*can summarize as 'various'*)

Charitable contributions, noncash

Organizations / FMV Amount:

(*if total over \$500 FMV, need name/address,
date given, date of purchase, original cost*)

(*'various' purchase dates acceptable*)

(*estimated original cost acceptable*)

[illegible]

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Only if Self-employed

2017 Tax Cut and Jobs Act eliminated employee business deductions

Job Expenses:

Office supplies (paper, toner, stationery, etc.):

professional memberships and dues:

professional journals, subscriptions:

professional licenses/fees:

health insurance (if not covered by another plan):

tax preparation/software cost:

bank fees:

job opportunity expenses (in same profession)

training/workshops, etc.:

travel costs to meetings:

other job search costs:

business-related education:

business cell phone:

(if cell is also personal use, only business %)

business gifts: limited to \$25/person

business meals w/ clients:

*most entertainment expenses eliminated as of 2018**next deduction if you have employees*

entertainment and meals (ie, holiday parties):

business travel

meals:

hotel, conferences, etc:

air/taxi/train:

list other "away" expenses:

major equipment/technology (ie, computer) expenses

(cost, date purchased, % business):

business use of car:

(see "Tax Time" guideline for required details)

home office:

(see "Tax Time" guideline for required details, use additional space below)

list other business-related expenses:

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Rental Owners

rental income:

rental expenses:

Include mortgage 1098-form(s)

real estate tax (if paid directly):

condo fees or water/sewer:

homeowner's insurance:

landscaping (lawn and snow removal):

repairs and maintenance:

(not appliances/structural improvements, see next)

Depreciation (Method of recovering expenses

of appliances and major home improvements)

purchase cost/date placed in service:

Various other expenses:

(pest control, boiler policies, advertising, etc.)

New clients and clients w/ first-year rental activity will require further discussions

List any other expenses and specific situations/questions:

While this tax organizer may be comprehensive, it is not a substitute for an in-office interview, particularly for new clients or if a prior client's tax situation has changed.