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2017 TAX ORGANIZER (FOR USE IN FILING 2016 TAX RETURN)

This simplified organizer is designed to help you collect and report the information needed to prepare and complete your income tax return. To continue providing quality services on a timely basis, please provide the following organized documentation at the time of your tax appointment. Missing documentation will delay the preparation and completion of your tax return.

If you need a Fill in Organizer please contact our office or go to our website www.diemeraccounting.com to print one off. Click the “2016 Tax Information” link on the left side, you will find a PDF’d tax organizer that you can open and print.

INSTRUCTIONS FOR PERSONAL RETURNS

Personal Tax Returns

- Last year’s tax return (if we did not prepare 2015 taxes)
- Form(s) W-2 (Tips & Gratuities not reported on Form W-2)
- Form(s) 1099 or statements reporting dividend, interest, retirement or other income
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts if applicable
- Form(s) 1098 and copies of real estate tax bills, etc.
- Legal documents pertaining to the sale or purchase of real estate property
- Broker statements providing details of the capital gains transactions. **Please include cost basis information including date purchased and purchase price as well as the sale price and sale date for all stock transactions.**
- Earned Income Credit: if you qualify for this, **you must provide copies of social security cards for each child you are claiming unless you provided this to us in prior years.**
- Education Credit (1098-T). **The 1098-T from College must be provided.**

- If you pay rent, amount paid and to who rent is paid (name and address)
- Amount of Property Taxes paid in 2016 (**Statement must be provided for Possible Property Tax Credit**)

<u>Date Paid</u>	<u>Amount Paid</u>
_____ 2016 Winter Taxes	\$ _____
_____ 2016 Summer Taxes	\$ _____
_____ 2015 Winter Taxes	\$ _____

- Total for State of Michigan license tabs paid in 2016
- Medical expenses paid in 2016 if over 10% of your adjusted gross income. Senior Citizens 7 ½ %.
- Form 1099-A or 1099-C (Supporting documentation if a lender cancelled any of your debt)
- Supporting documentation if you have other income such as:
 - Unemployment/Workers Compensation/Disability
 - Alimony Received
 - Child Support
 - Tax Refunds
 - Form W-2G (Gambling Winnings)
 - Royalties
 - Pensions/Annuities
 - Health Insurance - See Affordable Care Act Information sheet

QUESTIONS:

If you answer “yes” to any of the following questions, please submit detailed information:

Personal Information

- Did your marital status change during the year?
- Did your address change?
- Could you be claimed as a dependent on another tax return for 2016?

Dependents

- Were there any changes in dependents?
- Did you have any children under age 19 or full-time students under age 24 at the end of 2016, with interest and dividend income excess of \$1,000, or total investment income in excess of \$2,000.

Income

- Did you receive unreported tip income of \$20 or more in any month?
- Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- Did you receive any disability income?
- Did you have any foreign income or pay any foreign taxes?

Purchases, Sales, and Debt

- Did you start a business or farm, purchase rental property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
- Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.) or convert any personal assets to business use?
- Did you purchase, sell, or refinance your principle home or second home, or did you take home equity loan?
- Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy source?
- Did you have any debts cancelled or forgiven?

Retirement Plans

- Did you receive distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, Etc.)?
- Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- Did you transfer or rollover any amount from one retirement plan to another retirement plan?

Education

- Did you receive distribution from Education Savings Account or a Qualified Tuition Program?
- Did you, your spouse, or a dependent incur any tuition expenses that are required to attend college, university, or vocational school?

Itemized Deductions

- Did you incur a loss because of damaged or stolen property?
- Did you work out of town for part of the year?
- Did you use your car on the job (other than to and from work)?

Estimated Taxes

- Did you apply an overpayment of 2015 taxes to your 2016 estimated tax (instead of being refunded)?
- If you have an overpayment of 2016 taxes, do you want the excess applied to your 2016 estimated tax (instead of being refunded)?
YES NO
- Do you expect your 2017 taxable income and withholdings to be different from 2016?

Federal Estimates Paid

Date Paid	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Michigan Estimates Paid

Date Paid	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Miscellaneous

- Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
- Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?
- Was your home rented out or used for business?
- Did you incur moving expenses due to change of employment?
- Did your bank account information change in 2016?

Bank Information

Name of Bank	Routing Number	Account Number	Checking	Savings

INSTRUCTIONS FOR BUSINESS ENTITIES

(Corporations, Multi-Member LLC's and Partnerships only. If you have a Single Member LLC or a Sole-Proprietorship)

Business Entity Tax Returns:

- Profit and Loss Statement
 - This is a listing of income and expenses of the company.
(QuickBooks or Organized Record)
- Balance Sheet
- Prior year tax return & Depreciation Schedule (if we did not prepare 2015 taxes)
- If your business entity owns rental properties, each property needs its own income and expense sheet. Please do NOT group this information in the general profit and loss sheet.
 - Each property should be separately stated. If this is the first year you place your rental property in service, please provide us with the closing statement on the purchase, the date the rental was first rented or ready to be rented, as well as any improvements made to the property and the cost of those improvements.
- If your business entity purchased and sold real estate, please provide us with the closing statements on both the purchase and the sale. Please also list additional improvements/costs made to the property prior to the sale.

Newly Formed Business Entities

- Profit and Loss Statement
- Balance Sheet
- SS-4 Application (submitted to the IRS to obtain your business EIN)
- Articles of Organization/Articles of Incorporation
- Approval of S-election (for corporation electing "S" status), if applicable
- Owner information including:
 - Percentage of Ownership
 - Owner's Name, Address, SSN

Drop Off Tax Service

For those of you who would rather not sit down with a tax preparer or just do not have time in your schedule, you may drop off your tax information at any time.

Please feel free to call us with questions as you gather your information. Remember to include current address, phone number and/or email address with your tax information so we can easily contact you if necessary.

Sincerely,

A handwritten signature in cursive script that reads "Ruth Diemer".

Ruth Diemer
President, Diemer Accounting & Tax Services, Inc.

Affordable Care Act (ACA)

The Affordable Care Act will complicate the preparation of most 2016 tax returns. We, as the preparer must obtain a significant amount of information in order to properly prepare the necessary forms for your tax return. Please read this carefully and make sure you have all necessary information. Missing information will delay the completion of your tax return. Depending where your insurance is purchased from, we will need a 1095-A, 1095-B or 1095 C showing you have insurance.

NOTE: If you are claiming a dependent (ie: son/daughter) whose healthcare coverage is provided by someone else (ie: ex-spouse, dependent other parent, etc.), we will need a 1095-A, 1095-B or 1095 C showing them insured as well. If you have a 1095-A for 2016, we will need a copy of the dependent's tax return and/or W-2's as well.

If someone who is not claimed as a dependent and listed on your 1095-A, we will need a copy of their tax return as well.

IRS FORMS 1095-A, 1095-B AND 1095-C – WHAT ARE THEY?

Form 1095-A – Health Insurance Marketplace Statement

If you obtained coverage under the Affordable Care Act through a government exchange, you will need form 1095-A to file your taxes. This form reports the monthly premium amount and monthly advanced premium tax credit sent directly to your insurance provider. This information is also reported directly to the IRS. The Advanced Premium Tax Credit was based on income information you reported when you signed up for coverage on the Exchange. Form 1095-A is to be sent to you by January 31, 2017. You may also request a copy of this form through your account on the Marketplace. **You will not be able to file your 2016 return until you receive this form.**

Form 1095-B – Health Coverage

Form 1095-B reports to you the monthly periods you were covered by a qualified health plan, as well as any other covered individuals under the plan. This information is also reported to the IRS. The form may be provided by your employer sponsored coverage provider, or if you purchased your own coverage it may come from the coverage provider you chose.

Form 1095-C – Employer-Provided Health Insurance Offer and Coverage

Form 1095-C includes information on the employer sponsored type of coverage offered, the periods offered, and the employee share of the lowest cost self only coverage. This form may be provided by your employer for 2015.

If you did not have health insurance for any part of the year, did you apply for hardship exemption? YES NO

*If yes, we will need the Exemption Certificate Number (ECN) received from the Marketplace for each individual in your tax household.

If you feel you qualify for a health insurance exemption, go to healthcare.gov to determine if you qualify for an exemption and instructions on how to obtain an Exemption Certificate Number.

NOTE: We will need the Exemption Certificate Numbers before we can complete the preparation of your income tax return.

If you did not have health insurance for any part of the year, did you qualify for one of these exemptions?

- **Member of an Indian Tribe**: includes members of Federally-recognized Indian Tribes and individuals who are eligible for services from Indian health care provider and Indian Health Service. Supporting proof may include a statement from Federally-recognized Indian tribe, (eg: ID card, documentation showing services from healthcare facility).
- **Member of a Healthcare Ministry**: (HCSM) – HCSM is a tax-exempt organization whose members share a common set of ethical or religious beliefs and share medical expenses in accordance with those beliefs, even after a member develops a medical condition. Supporting proof may include a statement from the HCSM providing the name and location of HCSM and indicating clients' membership.
- **Incarcerated Individuals**: individuals who were incarcerated in a jail, prison, or similar penal institution after the disposition of charges. Supporting proof may include a statement indicating the individual's prisoner ID number and the name and location of the jail, prison, or court records detailing the individual's incarceration.
- **Short Coverage Gap**: this exemption may apply if individual lacked qualifying coverage only for less than 3 consecutive calendar months. If the gap in coverage was more than 3 months, the individual does not qualify for this exemption. Only one short coverage gap exemption may be claimed in a year.
- **Not Lawfully Present**: individuals who are not lawfully present in the U.S. and individuals who are not present in the U.S. long enough to be treated as resident aliens for tax purposes.
- **Below Filing Threshold**: exemption applies if the individual cannot be claimed as a dependent by someone else and individual's gross income is low enough that they are not required to file a tax return. Eligible individuals are not required to file a return solely to claim this exemption.
- **Certain Hardship Exemptions**: there are several hardship exemptions that may be claimed with a tax return without first applying for the exemption from Marketplace. See Notice 2014-76 for a complete list of these hardship exemptions.
- **Citizens Living Abroad or in a United States Territory**: all bona fide residents of a foreign country or a United States territory are treated as having minimum essential coverage and thus are effectively exempt from the individual shared responsibility provision.

NOTE: If you did not have health insurance for any part of the year and you do not qualify for an exemption, we will need copies of the 2016 tax returns for all members of your tax household who have a filing requirement. Information on these returns is needed to calculate the amount of the penalty.

If you were eligible, what were the requirements of the plans?

How much premiums were you required to pay per month? _____

If you are divorced during the tax year and advanced payments of the premium tax credit were made in behalf of any member of your household, is there an allocation of the advance credit payments in the divorce documents?

NOTE: If you purchased health insurance through the Marketplace, you may qualify for a Premium Tax Credit. To properly complete the credit we will need copies of the 2016 tax returns for all members of your tax household who have a filing requirement. Information on these returns is needed to calculate the amount of the credit.

Reminder: If you are obtaining health care coverage through the Marketplace, remember to report any of the following changes in circumstances when they occur:

- Change in household income
- Divorce
- Marriage
- Birth or adoption of a child
- Increases or decreases in number of dependents
- Eligibility for government sponsored or employee sponsored health care coverage
- Moving to another address
- Gaining or losing non-Marketplace healthcare coverage
- Changes in filing status

Failure to report all changes may cause more advance credit payments to be paid than the Premium Tax Credit allowed, causing you to repay some or all of these credits on your income tax return.

We apologize for the lengthy questions regarding your health insurance, but the Internal Revenue Service requires us to gather this information to make necessary calculations on your tax return.

Sincerely,



Ruth Diemer, President
Diemer Accounting and Tax Services, Inc.