Our Mission: Providing financial services based on Biblical Stewardship principles.

Income Tax Organizer

Tax Return Year 2018

1040 Personal Income Tax Returns

Member: The American Institute of

AICPA

Certified Public Accounts.

For the Clients of: **Hoolsema & Company, L.L.C.**

Certified Public Accountants

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MICPA
THE MICHIGAN ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS

Client (and Spouse if married) Name

Name: ______________________________

Voluntary $3 Presidential Campaign

Please Circle Choice

You	Yes	No
Spouse	Yes	No

Taxpayer Social Security Number ____________ **Date of Birth** ____________ **Occupation** ____________

Spouse Social Security Number ____________ **Date of Birth** ____________ **Occupation** ____________

Your Proposed Filing Status - Please circle only one.

S=Single **M**=Married filing Joint **H**-Head of Household **Q**=Qualifying Widow(er) **MFS**=Married filing separate

Present Address

____
Street Number and Name

Email Address ______________________________

____
City Name State Zip

Primary Phone # ( )

Dependents / Children : If you are a returning client - there is NO need to fill this section out!

	First Name	Last Name	Birth Date	Social Security Number	Relationship-(Son, Daughter, Grandchild)
1					
2					
3					
4					
5					

Affordable Care Act of 2010 - for 2018 it is still the law of the land and is required to be reported!!!!

The Affordable Care act of 2010 is now fully implemented for Individuals. Please be on the lookout for a new form 1095 A,B,C(depending on the type of insurance coverage you have) that will be mailed by January 31, 2019. This form contains information that will be **required** in order to complete your income tax return for 2018.

Thank you for your assistance in preparing your personal income tax returns for the year 2018. With your help it will be a great tax season. Thank you for your continued patronage of Hoolsema & Company, L.L.C. CPA's

Do not store up for yourselves treasures on earth, where moth and rust destroy and thieves break in and steal. But store up for yourselves treasures in Heaven. Matthew 6:19-20b.

Income Items: Please bring with you any of the following items that were received:

A **Include all W-2's and include all 1099 forms of all types -Int, Div, G ect.-schedule B**
B Include all 1098 Mortgage Interest forms
C Commissions, Alimony, Pensions, IRA's, Annuity - Rollovers of any type
D Unemployment compensation form 1099G.
E Social Security form 1099SSA
F Partnership form K-1
J Business income and detail of expenditures-schedule C
K Rental Income and detail of expenditures-schedule E
L Farm Income and details of expenditures-schedule F
M **Form 1099R and form 5498-retirement related documents**
N **Form 1099 Consolidated (from your Broker)**
G Non Taxable such as: Tax exempt interest & Dividends, vets pensions, Gifts, Child Support, Inheritance.
H List Social Security Number if receiving interest from individual or if you are receiving Alimony!
I **FORM 1095A, 1095B, or 1095C from you Health Insurance Carrier.**

Adjustments:

Amount

IRA Contributions for year 2018-actually paid in 2018

$ ______ $ ______ Please Circle

Are these Roth IRA contributions? Roth IRA Y / N

IRA Contributions for year 2018-actually paid in 2019

$ ______ $ ______ Please Circle

Are these Roth IRA contributions? Roth IRA Y / N

Educator Expenses(Qualified Teachers only) ______

Student Loan interest: ______

Health Savings Accounts(HSA) Form 5498 SA Contribution Amt: ______

NOT Flex Spend Accts (FSA) Form 1099SA Withdrawal Amt: ______

Self Employed SEP, SIMPLE retirement plans ______

Self Employed Health Insurance ______

Penalty on early withdrawal of savings, cd's ______

Alimony Paid ______ **Recipient SS#** ______

Estimates Paid: **if you were required to make estimated payments**

If date actual paid is different than due date-please note.

Federal

1st	Due Date: 4/17/18	$
2nd	Due Date: 6/15/18	$
3rd	Due Date: 9/17/18	$
4th	Due Date: 1/15/19	$

State

1st	Due Date: 4/17/18	$
2nd	Due Date: 6/15/18	$
3rd	Due Date: 9/17/18	$
4th	Due Date: 1/15/19	$

City

Name of City: ______

1st	Due Date: 4/30/2018	$
2nd	Due Date: 6/30/18	$
3rd	Due Date: 10/1/18	$
4th	Due Date: 1/31/19	$

Credits:

1 **Child Care Credit (From Birth to Age 13 only)**

(Must be a State of Michigan licensed facility to qualify)

Care Provider Name ______

Address ______

Provider's Social Security # ______

(Must have SS number or Federal Id number - or credit will not be allowed)

Amt pd **PER** Child ______

2 **Education Credits: ---Paid in 2018**

THIS IS FOR COLLEGE LEVEL CLASSES ONLY!

Tuition & Fees actually paid in 2018 ______

Students Grade Level ______

Qualifying Students Name ______

Qualifying Students SS # ______

Institution Attended: ______

You must provide a FORM 1098T! for the College Education Credits

3 The **Child Tax Credit** will be generated based on information provided in the dependent information section.

4 There are other credits available such as credit for elderly care provided and adoption credits. Please call for more information.

5 Foreign Tax Credits on Foreign produced income

6 Residential Energy Credit

Itemized Deductions: Schedule A items

Standard Deduction	Single	$ 12,000	Additional Standard Deduction-add to standard deduction:		Single	Married
Year 2018	Married	$ 24,000		Over 65 years of age	$ 1,600	$ 1,300
	Head of Household	$ 18,000		Blind	$ 1,600	$ 1,300
	Married Filing Separate	$ 12,000				

Medical: For 2018 it is 7.5% of AGI

Health Insurance Premiums ____________________

MEDICARE Insurance ____________________ **Per form SSA1099 Individuals 65 older only**

(Do not include Pre Tax arrangements through employers)

Total Prescriptions ____________________

Medical and Dental Expenses ____________________

(List only expenses paid by You)

____

Long Term Care Premiums ____________________

Medical Miles Driven ____________________

Taxes:

Property Taxes that you actually paid in 2018

Real Estate (Main Residence) ____________________

Other Real Estate ____________________

(second home, cottage, raw land)

Personal Property ____________________

(License Plate fees on '84 & newer automobiles only)

State Sales Tax

General: clothing, food, ect. ____________________

Major Purchase: Motor Vehicles, boats ____________________

You can take EITHER State & Local Income taxes OR State Sales Tax-which ever is greater.
Put your sales tax numbers here and we will determine which one to take.

Mortgage Interest:

Primary Residence Acquisition indebtedness paid to:

Financial Institutions: ____________________

Amount Paid ____________________

Please provide your form 1098 Mortgage Interest Statement

(a deduction is not allowed without it)

If Paying an Individual:

Individuals recipients-Amount ____________________

Individuals recipients-Name ____________________

Recipients Address ____________________

Recipients Social Security Number ____________________

Qualified Second Residence : ie Home Equity ____________________

For HELOC that are $100,000 or less in loan value

This interest can only be deducted if it was used to buy, build or add onto your primary residence.

Contributions:

Contributions of Money for which you have receipts $

If donation is for cash, you must get a receipt from the charity no matter how much you give.

Non Cash Contributions: $

(If more than $500 details must be attached showing: Name & address of donee, description date donated, cost, value when donated & method used to establish value.)

Other:

Interest you are paying to carry Investments in marketable securities ____________________

Gambling Losses ____________________

(These are limited to your gambling income.)

Miscellaneous & Job Related Expenses: **Employee ONLY**

This Section is no longer available for 2018 and beyond due to the Tax Cuts and Jobs Act signed in December 2017.

Questions For Michigan MI1040

Calendar year 2018 Property Taxes on your residence

State of MI WILL NOT give Property Tax Credit without taxable value Number!!!!

Taxable Value of Home (From Assessment Notice of Tax bill) ____________________

If Taxable value is over $135,000 then STOP -you do not qualify for a property tax credit

Property Taxes **Charged** against your main residence

Dollar amt of Summer of 2018 Bill ____________________

Dollar amt of Winter of 2018 Bill ____________________

OUT OF STATE/INTERNET PURCHASES-from page 1.

Do you have OUT OF STATE purchases that you DID NOT Pay State Sales Tax on? ie -catalog order, mail orders.

Please Circle Your Answer YES NO

If YES Dollar amount of Purchases-- $ ____________________

If you know you purchased out of state goods that you did not pay sales tax on and you do NOT know the amount, we can use the optional state sales tax table based on your adjusted gross income. Just circle yes above.

Michigan School District Code: ____________________

OR

Michigan School District Name: ____________________

If you did not OWN a Home and
You are Renting in 2018
MUST BE A MICHIGAN
PROPERTY

Number of months rented __________

Monthly Rent __________

Landlords Name ____________________

Landlords Address ____________________

Did you receive Child Support ? __________
Amount

Did you receive non taxable Veterans benefits __________
Amount

Michigan Educational Savings Program-must be a Michigan based plan!!

Known as MESP and/or MI 529 advisor plans

$ __________

Michigan Education Trust $ __________

I will need the Childs Name and Social Security number in order to qualify

1 __________ SS # __________
2 __________ SS # __________
3 __________ SS # __________
4 __________ SS # __________

Questions & Notes:

A. If you moved during the year please provide the following information

Date Moved: __________

Locality moved from: __________

B. If you would like to have direct deposit of any refunds, please enclose a **voided check** so that we can get the account number and the federal bank routing number. The IRS now requires us to verify your account information by way of the voided check.
If you do not provide a voided check then you will automatically be getting a paper check.

C. If we did not prepare your return last year, please have copies available for us.

D. This organizer is not meant to be all encompassing. If you have items that do not appear on this organizer --please bring them to the interview and we will be able to discuss those items then.

Your Questions:

1 ____________________

2 ____________________

3 ____________________

ATTENTION --- FOR THIS YEAR --- ATTENTION

Listed below are areas the IRS is paying significant attention to. Please pay close attention to these matters!

A. Foreign Accounts: If you have foreign bank, savings, brokerage accounts you must now notify the government. Please pay close attention to this matter.

B. Schedule C:self employed/small Business You must now have documentation for all business deductions and documentation for ending inventory numbers.

C. Michigan out of state purchase The state is now heavily pushing out of state purchases: See section titled "Questions for Michigan 1040" for more details.

D. IRS -Form 1099 series and form 5498 Series :

The IRS is seriously cracking down on their form 1099 series of reporting. These would include 1099INT for interest from a bank, 1099DIV for dividends earned on stocks ect 1099B/consolidated (from brokerage houses). They are also cracking down on the 5498 series. This is the form that reports the amount of IRA/Roth IRA/Simple IRA, SEP IRA, contributions to your account.

If the numbers from this series of reporting do not match your return, we will be talking to the IRS!!!!!
So please provide me with all series 1099 and form 5498 documents!!!