Hoolsema & Company, LLC
Certified Public Accountants

The CPA. Never Underestimate the Value

5817 Balsam Dr.
Hudsonville, MI 49426
Telephone (616) 457-1040
Facsimile (616) 669-5721

Dear Client:

January 6, 2020

It's that time of year again when all Americans do their annual duty and file tax returns. Enclosed you will find a Income Tax Organizer for your detailing of information required for your 2019 Federal and State Form 1040 tax returns. We are requesting that all information **be to us by March 31, 2020** so that we have time to finalize your return for the April 15th filing deadline. If we receive your information after March 31, 2020, we will most likely have to prepare a filing extension form.

Please make every effort to fill in and verify information on the client organizer. This will help me in accurately preparing your 1040 return. I will be scheduling appointments on Tuesdays and Thursdays from 8 am until 7pm in 45-minute increments and Saturday mornings from 9 am until 11 am. Other times will be considered based upon circumstances. Please call the office at 457-1040 to schedule an appointment.

A. The Affordable Care Act **penalty for not having health insurance is no longer in affect starting 1/1/2019**! If you purchased Health insurance through and Exchange, we will need your form 1095A that will be mailed to you by January 31, 2020. This form will contain information that will be **required** in order to complete your 1040 return for 2019.

B. We are now required by the IRS to verify any direct deposit account information by way of a voided check or bank letter. If you cannot provide this information you will automatically be getting a paper check.

C. If you have a health savings account, please bring in your form 5498SA and form 1099SA.

D. If you are a victim of identity theft and the IRS has issued you an IP-PIN number, please bring the IRS letter with you showing that number. Your return can not be filed without it.

I look forward to working with you again this year and thank you for your past patronage. If you have any questions, please do not hesitate to call 457-1040. Thanks Again!!

Sincerely,

Hoolsema & Company, LLC
Hillebrand Hoolsema, CPA-Managing Member
Cheri Hoolsema, Managing Member

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

Income Tax Organizer

Tax Return Year 2019

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					

New for 2019: **If you had any of the following items, please make me aware of your situation!**

1 **Virtual Currency:** **Did at any time during 2019 did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency? Example - BitCoin, Litecoin, Ethereum, Ripple.**

2 **Divorce :** **Did you get divorced before 2019 and is any alimony being paid? Alimony is no longer allowed for 2019.**

3 **Qualified Opportunity Funds:** **Did you invest or sell an investment in a authorized Qualified Opportunity Fund?**

Thank you for your assistance in preparing your personal income tax returns for the year 2019. 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

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 for a pre2019 settlement !

I **FORM 1095A, 1095B, or 1095C from you Health Insurance Carrier.**

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 B-Consolidated (from your Broker)**

Adjustments allowed to reduce your income:

IRA Contributions for year 2019-actually paid in 2019

$ ______ $ ______ Please Circle

Are these Roth IRA contributions? Roth IRA Y / N

IRA Contributions for year 2019-actually paid in 2020

$ ______ $ ______ 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#** ______

Must be a pre 2019 divorce agreement.

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: 4/15/2019	$
2nd	Due Date: 6/17/2019	$
3rd	Due Date: 9/16/2019	$
4th	Due Date: 1/15/2020	$

State

1st	Due Date: 4/15/2019	$
2nd	Due Date: 6/17/2019	$
3rd	Due Date: 9/16/2019	$
4th	Due Date: 1/15/2020	$

City

Name of City: ______

1st	Due Date: 4/30/2019	$
2nd	Due Date: 7/1/2019	$
3rd	Due Date: 9/30/2019	$
4th	Due Date: 1/31/2020	$

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: --- Dollars Paid in 2019**

THIS IS FOR COLLEGE LEVEL CLASSES ONLY!

Tuition & Fees dollars actually paid in 2019 ______

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 for Solar and Geothermal only!!

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Itemized Deductions: Schedule A items

Standard Deduction			
Year 2019	Single	$	12,200
	Married	$	24,400
	Head of Household	$	18,350
	Married Filing Separate	$	12,200

Additional Standard Deduction-add to standard deduction:	Single	Married
Over 65 years of age	$ 1,650	$ 1,300
Blind	$ 1,650	$ 1,300

Medical: For 2019 it is 10% 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 2019

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 and must be used stricly for buyng, builiding or improving your residence only.

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 2019 and beyond due to the Tax Cuts and Jobs Act signed in December 2017.

Questions For Michigan MI1040

Calendar year 2019 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 2019 Bill ____________

Dollar amt of Winter of 2019 Bill ____________

Michigan School District Code: ____________

OR

Michigan School District Name: ____________

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.

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If you did not OWN a Home and You are Renting in 2019
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 purchases: 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 Dollar amounts from these series of reporting do not match your return, YOU will be talking to the IRS!!!!!
So please provide me with all series 1099 and form 5498 documents!!!

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