



Stenseth Samuelson & Boese, Ltd.
Where your numbers meet opportunities

Welcome to our firm!

We appreciate the opportunity to assist you with your tax and financial needs.

This Tax Organizer is designed to help you gather the tax information needed to prepare your personal income tax return. The Organizer is broken into several sections:

Engagement Letter- Terms of services. Your signature is required for us to prepare your tax returns.

Questionnaire- Yes or No questions that help us identify important items related to your tax returns. This is required for our services. There are additional worksheets at the end of the questionnaire that we need you to complete for specific deductions and credits. There are notes in the questionnaire that will indicate which sheets are applicable for your situation.

Information Reminder Checklist- This is for your convenience. It lists commonly needed items for accurate preparation of your tax returns.

Personal, Contact & Dependent Information- Required for new clients.

Additional Organizer Pages- Not required. Fill these out to help verify you have all of your tax information. We always check everything with the original forms regardless of whether you fill out the additional pages.

In order to meet the filing deadline for your income tax return, your completed tax organizer and tax documentation needs to be received by our office no later than March 25, 2020. Any information received after that date may require an extension of time be filed for your return.

For new clients, we will also need to see a form of picture ID to verify your identity. You may bring this with you to your appointment, or include a copy with your documents.

Thank you for the opportunity to serve you.

Sincerely,

Stenseth Samuelson + Boese, Ltd.

Stenseth Samuelson & Boese, Ltd.

563 Bielenberg Dr. Ste 205, Woodbury, MN 55125
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Dear Client,

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2019 federal and state income tax returns from information you furnish to us. We will provide you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will help ensure that you are not overlooking important information and will assist in keeping the fee to a minimum.

We must receive all necessary information to prepare your returns by **March 25, 2020**, in order to complete your returns by the April 15 deadline. If we have not received all of your information by this date, we will likely need to file for an extension of time to file your returns. You should keep in mind that this would be an extension of time to file the returns; however, any tax estimated to be due would need to be paid with the extension request by April 15, 2020. **We will not file any federal, state or local tax extensions unless you specifically request us to do so in writing, by fax or email. We assume no liability for late filing or late payment penalties.**

Due to the significant changes enacted by the *Tax Cuts and Jobs Act of 2017* and some new concepts introduced in the law, additional guidance from the IRS and from Congress may be forthcoming. We will use our professional judgment and expertise to assist you given the Tax Act guidance as currently promulgated. Subsequent developments from the issuance of additional guidance or materials from the applicable tax authorities may affect the information we have previously provided, and these effects may be material. We are not liable for any taxes or fees resulting from changes to or clarifications of the current law.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. This includes, but is not limited to, providing us with the information necessary to identify all states and foreign countries in which you "do business" or derive income (directly and indirectly) and the extent of business operation in each relevant state and/or country. This also includes information pertaining to transactions or accounts comprised of virtual currencies. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

Please note that the IRS considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the year, you may be subject to tax consequences associated with such activity.

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you are responsible for filing Form FinCen 114 required by the U.S. Department of the Treasury on or before April 15th of each tax year. Filing requirements may also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign accounts. We assume no liability for penalties associated with the failure to file or untimely filing of this form.

Additionally, the IRS requires information reporting on foreign interests or activities under applicable IRC sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide us with complete and accurate information regarding any foreign accounts that you and/or your entity may have had a direct or indirect interest in, or signature authority over, during the above referenced tax year. We assume no liability for penalties associated with the failure to file or untimely filing of these forms.

IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation, such as travel and entertainment expenses and expenses for the business usage of autos. Charitable contributions also have strict documentation requirements. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for all your expenses and deductions. If you have questions about what documentation is needed, please contact us.

The law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority, or (3) there was a reasonable basis for the position taken on the return and the relevant facts affecting the item's tax treatment were adequately disclosed on the return. You agree to advise us if you wish disclosure to be made in your returns or if you desire us to identify or perform further research with respect to any material tax issues for the purpose of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issue in your returns.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will not audit or otherwise verify the information you give us; however, we may ask for additional clarification of some information. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns as requested.

We are required by the taxing authorities to electronically file all federal and state individual income tax returns ("e-filing"). We will provide you with a paper or electronic copy of your returns to review prior to e-filing, and we will only transmit the returns to the taxing authorities after we have received signed authorization indicating that you have reviewed the returns and believe they are correct. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you authorize us to file them. We will not be financially responsible for electronic transmission or other errors arising after your return has been successfully submitted from our office.

By your signature below, you understand and agree that you are responsible for the accuracy and completeness of the records, documents, explanations, and other information provided to us for purposes of this engagement. You agree that our firm is not responsible for a taxing authority's disallowance of deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns

as a separate engagement.

In accordance with federal law, we will not disclose your tax return information to any location outside the United States, to another preparer outside of our firm for a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

The IRS permits you to authorize us to discuss with them, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check the box authorizing the IRS to discuss your return with us.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privilege communication, you agree to provide us with written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

We maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. During the processing of your return, your information may be shared with third-party service providers, some of which are cloud-based. For your security, we have secured confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

In connection with this engagement, we may communicate with you or others via email transmission. We have a policy of not sending sensitive financial or personal information, such as social security numbers, bank account or credit card information through email communication, and we strongly advise you not to send similar information to us through email. Email can be intercepted or otherwise compromised, and so we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any of your original records, so we will return those to you upon completion of this engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. We do not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records. By signing this engagement letter, you acknowledge and agree that upon the expiration of the seven-year period, we are free to destroy our records related to this engagement.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by

the examining agent are subject to certain rights of appeal. You agree to immediately notify us upon the receipt of any correspondence from any agency covered by this letter. We are available to represent you and our prices for such services are at our standard rates and would be covered under a separate engagement letter. Our tax return preparation price does not include responding to letters, inquires or examination by taxing authorities or third parties, for which **you will be separately billed for time and expenses involved.**

Our price for tax services will be billed upon completion of your returns at the appropriate rate for the level and value of services rendered plus out-of-pocket expenses. Any accounting or bookkeeping service assistance as determined necessary for preparation of income tax returns will be billed at an additional cost. All invoices are due and payable upon presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year).

If any dispute arises between us, we agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Rules for Professional Accounting and Related Services Disputes. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

We have the right to withdraw from this engagement, in our discretion, if you don't provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Stenseth Samuelson & Boese, Ltd.

Name(s): _____

Signature(s): _____

Date: _____

Questionnaire

Y N Personal Information

- Did your marital status change during 2019? If yes, please explain:

- If you are divorced, were there any changes made to your divorce decree in 2019 regarding alimony or dependents?
- Did your address change from last year? If yes, what is the new address?

- Did you change jobs or retire this year?
- Can you be claimed as a dependent by another taxpayer?
- Do you want any tax refunds to be direct deposited into your bank account?
- If yes, have you provided us with a new void check with your 2019 tax documents or signed a bank account verification form for this year? (We need this every year to comply with IRS regulations.)

Y N Dependent Information - If you have any dependents, See page 5 for important documents we may need to complete your return.

- Check here if you do not have any dependents. Proceed to Home Ownership Information.
- Were there any changes in dependents from the prior year? If yes, explain:

- If you are adding a new dependent for 2019, we will need to see their Social Security Card.
- Did any of your dependents have income from investment accounts, IRA distributions, or other 'unearned' sources in excess of \$1,100? (Do not include wages or Social Security income when determining your child's 'unearned' income.)
- Do any of your dependents have jobs? If yes, they may need to file a tax return.
- Have any of your dependents already filed their own tax returns this year?
- Did you provide over half the support for any person other than your dependent children or spouse during the year? Explain:

- Did you pay for child care while you worked, looked for work, or while you were a full-time student?
- Did you pay any expenses related to the adoption of a child during the year?
- If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

Y N Home Ownership Information- See page 8 for needed information if you have a mortgage or home equity loan.

- Check here if you did not own any real estate in 2019. Proceed to Government Information.
- Did you purchase or sell a principal residence during the year?
- Did you foreclose or abandon a principal residence or other real property during the year?
- Did you take out a home equity loan this year?
If yes, what was it used for? _____
- Did you refinance a principal residence or second home this year?
- Did you purchase or sell a secondary home or other non-business property?
- Did you pay real estate taxes for your primary home and/or second home?
- Did you pay any mortgage interest on an existing home loan?
- Did you make energy efficient improvements to your main home this year?
- Did you pay any mortgage insurance premiums in 2019?

Y N Government Information

- Did you or a dependent receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter.
- Did you receive correspondence from the State or the IRS?
If yes, please provide us with copies.
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?
- Do you want to designate \$3 to the Presidential Election Campaign fund? If you check yes, it will not change your tax or reduce your refund.

Y N Business and Rental Transactions

- Check here if you did not have any business or rental activity in 2019. Proceed to College and Post-Secondary Education Information.
- Did you sell, exchange, or purchase any assets used in your trade or business?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you start a new business or purchase rental property during the year?
- Did you sell an existing business or rental property this year?
- Did you utilize an area of your home for business purposes?
- As a business owner, did you pay health insurance premiums for you and your family or your employees?
- Do you keep a mileage log? (You must provide one to take a mileage deduction.)
- Have you provided us with documentation for all income you received in 2019, including barter, crypto-currency, consumer-to-consumer activity, cash based revenues and all other income received in-person, in-kind or electronically.

Y N College and Post-Secondary Education Information - If yes to any, see page 6 for important documents we must have to complete your return.

- Did you pay any student loan interest this year?
- Did you make any contributions to an education savings or 529 Plan account?
- Did you make any withdrawals from an education savings or 529 Plan account?
- Did you or your dependents attend a post-secondary school during the year, or plan to attend one in 2020?
- Did you have any educational expenses during the year on behalf of yourself or a dependent?
- Did anyone in your family receive a scholarship of any kind during the year?
- If yes, were any of the funds used for expenses other than tuition, such as room and board?
- Did you cash any Series EE or I US Savings bonds issued after 1989?

Y N Health Care Information

- Did everyone in your family have health care coverage for 2019?
 - Did you enroll for health insurance through the MNsure or Healthcare.gov exchanges?
If yes, did you:
 - Enroll with a non-family member.
 - Enroll in lower-cost coverage through the ACA.
 - Receive Health Coverage Tax Credit advance payments.
- If you signed up through MNsure or Healthcare.gov you should receive a form 1095-A. We will need this form to properly prepare your return.**
- Did you make any contributions to a health savings account (HSA) or Archer MSA?
If yes, please provide form 5498-SA or other documentation of the contributions.
 - Did you receive any distributions from an HSA, Archer MSA, or Medicare Advantage MSA this year? If yes, please provide form 1099-SA.
 - If yes, were all distributions used for qualifying medical expenses?
 - Did you pay out-of-pocket medical expenses totaling more than 7.5% of your income?

Y N Income Information

- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year?
- Did you receive any income from property sold in this or any prior year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you receive any awards, prizes, hobby income, gambling or lottery winnings?
- Do you expect a large fluctuation in income, deductions or withholding next year?
- Did you receive any tip income not reported to your employer this year?
- Did you acquire or dispose of any stock during the year?
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in virtual currency?
- Do you want a tax projection for 2020? Additional fees apply.

Y N Retirement Information

- Are you an active participant in a pension or retirement plan?
- Did you receive any Social Security benefits during the year?
- Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
- Did you repay any qualified disaster retirement plan distributions in 2019?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make any contributions to an IRA or Roth IRA account? If yes, please provide details.
- Did you make any contributions to a Keogh, SIMPLE, SEP 401(k), or other qualified retirement plan?
- Do you have balances in any retirement accounts?
If yes, what types of accounts are held? _____
- Are you a retired public safety officer?

Y N Miscellaneous Information

- Did you make any cash or noncash charitable contributions? If yes, please provide evidence such as a receipt from the donee organization, a cancelled check, or record of payment, to substantiate all contributions made.
- Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.
- Did you incur interest expenses associated with any investment account you held?
- Did you make any major purchases during the year (cars, boats, etc.)?
- Did you make gifts of more than \$15,000 to any individual?
- Did you engage in any bartering transactions?
- Did you pay any individual as a household employee during the year?
- Did you incur a casualty loss in a Federally declared disaster area?
- Did you have any debts cancelled, or forgiven this year, such as a home mortgage, credit card, or student loans(s)?
- Did you lend money with the understanding of repayment and this year it became totally uncollectable?
- Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle?
- Did you reside in or operate a business in a federally declared disaster area?
These areas include victims of hurricanes, tropical storms, floods, as well as wildfires.
- Did you incur moving costs because of a permanent change of station as a member of the armed Forces on active duty?
- Did you make any contributions or withdrawals from an ABLE account?
- Did you pay Federal or State estimated tax payments?
If yes, please provide the amounts and dates of the payments.

Y N Foreign Information

- Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or foreign employer?
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, outside the U.S.?
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity (not held in your US Brokerage account.).
- Do you own stock in a foreign corporation and have signature authority on their bank accounts?

Y N Minnesota Information

- Did you pay any K-12 education expenses? **See page 7 for details and required information for the MN K-12 education subtraction.**
- Did you make any 529 plan withdrawals for K-12 tuition?
- Did you make any out-of-state purchases totaling more than \$770 on items taxable by MN (by telephone, internet, mail or in person) for which the seller did not collect state sales tax? If yes, a separate return will be required.
- Would you like to donate to the MN Nongame Wildlife fund? If yes, how much? _____
This amount will increase your tax due or decrease your refund.
- Did you pay vehicle registration tax?
If yes, please include your registration tabs or provide the license plate numbers of your vehicles.
- Did you have a work-related expense account or allowance during the year?
- Did you use your car for work, other than commuting?
If yes, did your employer reimburse you?
Do you keep a mileage log? (you must provide one to take a mileage deduction.)
- Did you work out of town for part of the year?
- Did you have any expenses related to seeking a new job during the year?
- Did you incur moving costs because of a job change?
If yes, did your employer reimburse you for any or all of those costs?
- Did you have any unreimbursed employee business expenses?
- Did you have any non-federal disaster area casualty or theft losses?
- Did you experience a stillbirth and receive a certificate from MN Dept. of Health?
- Did you pay Long term care insurance (nursing home insurance) for yourself or your family?
If yes, please provide the insurance company name, your policy number, and the amount of premiums paid for each person.

Please bring your 2020 property tax statement or 2019 CRP for us to check eligibility for MN property tax refund.

Y N Wisconsin Information

- Did you pay private school tuition (K-12) for your dependents?
- Did you, your spouse or dependents attend a college or university in WI or MN in 2019?
- Did you make any out-of-state purchases taxable by WI (by telephone, internet, mail, or in person) for which the seller did not collect state sales tax?
If yes, how much? _____
- Did you pay rent for your primary residence in WI?
If yes, how much did you pay in 2019? _____
Was heat included in your rent? _____
- Did you make a contribution to a WI state-sponsored college savings program (Edvest or Tomorrow's Scholar)?

If you checked yes to any questions, please include related documentation.

Dependent Information Required For Certain Tax Credits

Please fill out this form if you claim any dependent children on your tax return.

Please list the names of all dependent children who were under the age of 24 at the end of 2019 and that you will be claiming on your tax return.

If any of these are new dependents for 2019, please provide us with a Social Security Card.

Y N

Did all of the children listed reside with you for all of 2019? (Students living elsewhere for the sole purpose of attending higher education are still considered to reside with you.)

If no, please explain _____

You will need to provide documentation **verifying that each child you are claiming resided with you in 2019**. This documentation needs to be from an official source, have your child's name and address listed, and be dated 2019.

Examples of some documents that would qualify are:

1. Records or documents from your child's school, healthcare or childcare provider, or financial institution.
2. Signed statements on official letterhead from your child's healthcare provider, place of worship, employer or school.

Y N

Have you had any earned income credits or child tax credits disallowed or reduced in previous years?

Y N N/A

If divorced, are you the custodial parent(s) of all the children listed?
For tax purposes, the custodial parent is the parent with whom the child stayed for the greater number of **nights** during the year (excluding nights away at school).

If no, please provide a signed form 8332 from the custodial parent for each child you will claim on your return.

Y N N/A

If divorced, have you released your claim to exemption (with form 8332) for any of the children listed?

Dependent Care Credit or Subtraction

If you paid for childcare* for dependents under the age of 13 (or who are incapable of caring for themselves due to disability) while you worked, looked for work, or were a full-time student, please provide:

1. The amounts paid per dependent
2. The name and address of the provider
3. The SSN (if an individual) or the EIN (if a business or organization) for the provider.

*This can include day-camp and similar activities, but not overnight camp.

Education Credit Information

Provide the following information if you paid expenses related to college or other higher education.

To claim an education credit, you must provide evidence of the qualified expenses that were paid in 2019. A credit cannot be claimed without the proper documentation. For each student claiming a credit:

You must provide a **Form 1098-T** from the educational institution attended.

You must provide records **proving actual payment** of the expenses such as canceled checks or an itemized receipt from the institution showing payments made in 2019.

Please also provide information on all scholarships received.

To help verify the student's qualifications for credits, please answer the following questions:

Y N

- Has the student been convicted of a felony drug offense?
- Has the student already completed 4 years of post-secondary education?
- Have any education credits been disallowed or reduced in prior years?

529 Plan and Education Savings Account Information

If you **contributed** to a 529 plan or other education savings account, you may qualify for a tax benefit at the state level. Please provide:

1. Company and account number for the plan.
2. Amount contributed in 2019.
3. Beneficiary name and social security number.
4. Name of the account owner.

If you took a **distribution** from a 529 account:

1. Please provide the 1099-Q for the distribution (you should receive this from the company holding the account).
2. Provide us with details on what the distribution was used for (college or K-12).
3. If used for college, please provide an itemized bill from the school showing a breakdown of charges and payments (this is often available to the student online or through the business office).
4. Provide documentation for any of the following expenses not listed on the school bill:
 - a. Textbooks, supplies and equipment required by the school.
 - b. Off-campus housing expenses (deductible up to what it would cost to live on-campus, so please also provide an estimate of on-campus housing costs).
 - c. Internet access
 - d. The purchase of a computer, computer equipment or software for educational purposes.

Student Loan Credit - Minnesota

If you made student loan payments in 2019, you may qualify for a tax benefit at the state level. Please provide:

1. Amount paid toward your own student loan.
2. Total amount of qualified loans.
3. Current year interest paid.

Mortgage Interest Deduction Worksheet

Please fill out this form if you have any kind of mortgage or home equity loan and you think you might qualify to itemize deductions on your tax return.

Due to the new federal tax law, there are strict requirements on what type of mortgage interest is deductible. In most cases, only interest on loan amounts that were used to purchase or improve a first or second home are deductible.

In order for us to determine your interest deduction, please fill out the following for **each mortgage or home equity loan**. See the 'Tools and Resources' page of our website (www.woodburycpas.com) if you need to print more pages.

Bank Name: _____ **Loan #:** _____

Loan Origination Date: _____

Type of Loan: 1st or 2nd Mortgage (on one property)
 Refinanced Mortgage
 Home Equity Loan

Loan Balance on 1-1-19 : _____

Loan Balance on 12-31-19: _____

Y N

Were all the funds from the loan used to purchase or improve your first or second home? (Or if a refinanced loan, were all funds used to satisfy an original loan(s) for which this is true?)

If no, please provide documentation on how much of the loan was spent on your home and what the rest of the funds were used for.

Y N

Is the loan secured by the same property that was purchased or improved? (For example, if you took out a loan against home A, were all the proceeds used to purchase or improve home A?)

Y N

Did you pay mortgage insurance premiums on this loan in 2018 or 2019?

If you took this loan out in 2019 (original or refinanced), please provide the closing documents for the loan.

Information Reminder List

The most commonly needed items to finish your tax returns.

Items Required for our Services

Please be sure to complete the questionnaire and sign the engagement letter, both of these are required before we will engage in preparing your taxes.

If you are a new client, please also provide copies of the last three years of federal, state and local income tax returns and related depreciation schedules if applicable.

ACA Forms

- All Forms 1095-A, 1095-B and/or 1095-C you received.
- All Forms 1099-H received for Health Coverage Tax Credit advance payments.

Income Related Forms

- All W-2s, W-2 Gs & final paycheck stub.
- All form 1099s received confirming income from interest, dividends, retirement, social security, disability, unemployment, etc.
- 1099s for brokerage accounts showing sales for stocks, bonds, etc.
- If you sold any shares of stocks or mutual funds and basis information is not provided by the broker, detail all activity in the stocks or funds sold from the original purchase date through the date of the sale (year-end summary statements are ideal).
- Copies of all LLC, Partnership or S Corporation K-1s.
- All income information for children for kiddie tax and to prepare their tax returns.

Deduction & Credit Information

- Please provide us with the totals of all your cash charitable donations. **You need to have appropriate documentation for all charitable donations in order for them to be deductible.**
- Totals for miscellaneous non-cash contributions totaling less than \$500 or details for non-cash contributions if your yearly total exceeds \$500. All deductions need documentation, and any list of items donated needs to have your valuation for the items, we cannot value items for you.
- If you donated a car this year, you will need to have a form 1098-C from the charity or other written acknowledgment in order to substantiate the donation.

Deduction & Credit Information Cont.

- If you paid for childcare while you worked, please provide the amounts paid per child, and the name, address and SSN or EIN of the provider.
- Form 1098-T for college tuition paid, along with an itemized statement from the institution showing amounts paid in 2019 for you or your dependents.
- Year-end statement of mortgage interest (form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid.
- Auto tabs- we need to see the actual tab, not just the total you paid. If you don't have the tab available, please provide the license plate number of the vehicle.
- If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, please provide both the total miles and the business miles driven in 2019. You are required to have an auto mileage log to claim a deduction.
- If you lease your car or are deducting actual automobile expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance etc.

Legal Forms

- All legal documents for formation, sale or purchase of a business during the year.
- All legal documents related to divorce decrees, including form 8332 for claiming dependents.
- If you bought, sold or refinanced real estate, provide a closing statement for each transaction.

Tax Information

- Copies of any federal, state or local tax correspondence received during the year, including all payments made or refunds received.
- Federal and state quarterly estimated tax payment amounts and dates paid.
- Please provide a voided check if you would like to set up direct deposit for any refunds.

Personal Information

Taxpayer

First Name: _____ Last Name: _____

Date of Birth: _____ Date of Death (if applicable): _____

Social Security Number: _____

Occupation: _____

Marital Status: Single Married Separated Divorced in 2018

Spouse

First Name: _____ Last Name: _____

Date of Birth: _____ Date of Death (if applicable): _____

Social Security Number: _____

Occupation: _____

Contact Information

Address: _____

Spouse address (if different): _____

Taxpayer E-mail: _____

Spouse E-mail: _____

Home phone: _____

Taxpayer cell: _____ Work: _____

Spouse cell: _____ Work: _____

Primary contact person for tax questions: _____

Preferred contact method? E-mail Cell phone Home phone Work phone

Dependent Information

First Name: _____ Last Name: _____

Date of Birth: _____ Social Security Number: _____

Relationship: _____

Lives at home all year? Yes__ No__ If no, months at home in 2019: _____

Status: Infant to pre-K__ Elementary__ High School__

College__ Other: _____

First Name: _____ Last Name: _____

Date of Birth: _____ Social Security Number: _____

Relationship: _____

Lives at home all year? Yes__ No__ If no, months at home in 2019: _____

Status: Infant to pre-K__ Elementary__ High School__

College__ Other: _____

First Name: _____ Last Name: _____

Date of Birth: _____ Social Security Number: _____

Relationship: _____

Lives at home all year? Yes__ No__ If no, months at home in 2019: _____

Status: Infant to pre-K__ Elementary__ High School__

College__ Other: _____

First Name: _____ Last Name: _____

Date of Birth: _____ Social Security Number: _____

Relationship: _____

Lives at home all year? Yes ___ No ___ If no, months at home in 2019: _____

Status: Infant to pre-K ___ Elementary ___ High School ___

College ___ Other: _____

Additional Organizer Pages

Child and Dependent Care Expenses

Provider information:

Business name (if applicable) _____

First and Last name _____

Street address _____

City, state, and zip code _____

Social security number OR Employer identification number _____

Total amount paid to care provider in 2019 _____

Taxpayer _____ Spouse _____

Employer-provided dependent care benefits that were forfeited _____

Direct Deposit/Electronic Funds Withdrawal Information

Enter your bank account information if you would like your refunds to be direct deposited. You may also provide us with a voided check.

Direct Deposit Account:

Financial institution routing transit number _____

Name of financial institution _____

Your account number _____

Type of account (1 = Savings, 2 = Checking, 3 = IRA*) _____

Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) _____

Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) | _____

Salary and Wages

Please provide all copies of Form W-2 that you receive.

T/S	Employer	Wages	Mark if changed jobs in 2019
—	_____	_____	—
—	_____	_____	—
—	_____	_____	—
—	_____	_____	—
—	_____	_____	—

Pension, IRA, and Annuity Distributions

Please provide all copies of Form 1099-R that you receive.

T/S	Description	Amount
—	_____	_____
—	_____	_____
—	_____	_____
—	_____	_____
—	_____	_____
—	_____	_____

Schedules K-1

Please provide all copies of Schedule K-1 that you receive.

T/S/J	Description
—	_____
—	_____
—	_____
—	_____
—	_____
—	_____
—	_____
—	_____
—	_____

Gambling Income

Please provide all copies of Form W-2G that you receive.

T/S	Description
—	_____
—	_____
—	_____

Qualified Education Plan Distributions

Please provide all copies of Form 1099-Q that you receive.

T/S	Description
—	_____
—	_____

Interest Income

Please provide all copies of Form 1099-INT or other statements reporting interest income.

T/S/J	Payer Name	Interest Income

Seller Financed Mortgage Interest Income

T, S, J Payer's name _____ Payer's social security number _____
 Payer's address, city, state, zip code _____
 Amount received in 2019 _____ Amount received in 2018 _____

Dividend Income

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

T/S/J	Payer Name

Sales of Stocks, Securities, and Other Investment Property

Please provide copies of all Forms 1099-B and 1099-S. Only list totals here from Brokerage Statements. Include details for other forms of investment property.

T/S/J	Description	Date Acquired	Date Sold	Gross Sales Price (Less expenses of sale)	Cost or Other Basis

Other Income

Please provide copies of all supporting documentation.

State and local income tax refunds			
Alimony received	T/S	Agreement Date	2019 Information
		_____	_____
		Taxpayer	Spouse
Unemployment compensation		_____	_____
Unemployment compensation repaid		_____	_____
Social security benefits		_____	_____
Medicare premiums to be reported on Schedule A		_____	_____
Railroad retirement benefits		_____	_____

T/S/J

Other Income:

Adjustments to Income - IRA Contributions

Please provide year end statements for each account and any Form 8606 not prepared by this office.

Taxpayer

Spouse

Traditional IRA Contributions for 2019 -

If you want to contribute the maximum allowable traditional IRA contribution amount,

enter the applicable code: (1 = Deductible only, 2 = Both deductible and nondeductible)

Enter the total traditional IRA contributions made for use in 2019

Roth IRA Contributions for 2019 -

Mark if you want to contribute the maximum Roth IRA contribution

Enter the total Roth IRA contributions made for use in 2019

Higher Education Deductions and/or Credits

Complete this section if you paid interest on a qualified student loan in 2019 for qualified higher education expenses for you, your spouse, or a person who was your dependent when you took out the loan.

T/S

Qualified student loan interest paid

2019 Information

Complete this section if you paid qualified education expenses for higher education costs in 2019.

Qualified education expenses include tuition and fees required for enrollment or attendance at an eligible educational institution.

Please provide all copies of Form 1098-T.

T/S

Student's SSN

Student's Name

Institution Name

Qualified Expenses

Job Related Moving Expenses

Complete this section if you moved to a new home due to service in the armed forces.

Description of move _____

Taxpayer/Spouse/Joint (T, S, J) _____

Mark if the move was due to service in the armed forces _____

Number of miles from old home to new workplace _____

Number of miles from old home to old workplace _____

Mark if move is outside United States or its possessions _____

Transportation and storage expenses _____

Travel and lodging (not including meals) _____

Total amount reimbursed for moving expenses _____

Other Adjustments to Income

Alimony Paid:

T/S

Recipient name

Recipient SSN

2019 Information

Agreement Date

Street address _____

City, State and Zip code _____

Taxpayer

Spouse

Educator expenses:

Other adjustments:

Medical and Dental Expenses

T/S/J		2019 Information
<input type="checkbox"/>	Medical and dental expenses	_____
<input type="checkbox"/>	Medical insurance premiums you paid***	_____
<input type="checkbox"/>	Long-term care premiums you paid***	_____
<input type="checkbox"/>	Prescription medicines and drugs	_____
<input type="checkbox"/>	Miles driven for medical items	_____

***Do not include pre-tax amounts paid by an employer-sponsored plan, amounts paid for your self-employed business, or Medicare premiums entered on Form Lite-3

Tax Expenses

T/S/J		2019 Information
<input type="checkbox"/>	State/local income taxes paid	_____
<input type="checkbox"/>	2018 state and local income taxes paid in 2019	_____
<input type="checkbox"/>	Sales tax paid on actual expenses	_____
<input type="checkbox"/>	Real estate taxes paid	_____
<input type="checkbox"/>	Personal property taxes	_____
<input type="checkbox"/>	Other taxes	_____

Interest Expenses

T/S/J		2019 Information	
<input type="checkbox"/>	Home mortgage interest From Form 1098	_____	
<input type="checkbox"/>	Other home mortgage interest paid to individuals:		
T/S/J	Payee's Name	SSN or EIN	2019 Information
<input type="checkbox"/>	_____	_____	_____
	Address		City
	_____	_____	_____

T/S/J		2019 Information	
<input type="checkbox"/>	Investment interest expense, other than on Sch K-1s:	_____	
	Refinance #1	Refinance #2	
Refinancing Information:			
T/S/J	Recipient/Lender name	_____	
	_____	_____	
	Total points paid at time of refinance	_____	_____
	Date of refinance	_____	_____
	Term of new loan (in months)	_____	_____
	Reported on Form 1098 in 2019	_____	_____

Charitable Contributions

T/S/J		2019 Information
<input type="checkbox"/>	Contributions made by cash or check	_____
<input type="checkbox"/>	Volunteer miles driven	_____
<input type="checkbox"/>	Noncash items, such as: Goodwill, Salvation Army	_____

Miscellaneous Deductions

T/S/J		2019 Information
<input type="checkbox"/>	Gambling losses (enter only if you have gambling income)	_____
<input type="checkbox"/>	State use only- complete the following only if you file a return in AL, AR, CA, HI, MN, NY or PA	
<input type="checkbox"/>	Safe deposit box rental	_____
<input type="checkbox"/>	Investment expenses, other than on Schedule(s) K-1 or Form(s) 1099-DIV/INT	_____
<input type="checkbox"/>	Unreimbursed expenses	_____
<input type="checkbox"/>	Union dues	_____
<input type="checkbox"/>	Tax preparation fees	_____
<input type="checkbox"/>	Other expenses, subject to 2% AGI limitation:	_____
	_____	_____
	_____	_____