

This organizer is designed to assist you in gathering the information required for preparation of your individual income tax returns. Please complete all applicable sections. Also, please provide details and documentation as requested (documents may be provided electronically).

The Internal Revenue Service (IRS) matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Accordingly, all information returns reflecting amounts reported to the IRS are also mailed or delivered to taxpayers in an envelope clearly marked "Important Tax Documents Enclosed" and should be submitted with this organizer. Include the following, if applicable:

- W-2 (wages)
- 1099-R (retirement)
- 1099-INT (interest)
- 1099-DIV (dividends)
- 1099-B (brokerage sales)
- 1099-MISC (rents, etc.)
- 1099 (any other)
- 1095-A, 1095-B, 1095-C (health insurance)
- 1098-T (education)
- Schedules K-1 (Forms 1065, 1120S, 1041)
- Annual brokerage statements
- 1098 (mortgage interest)
- 8886 (reportable transactions)
- Closing Disclosure (real estate sales/purchases)
- Copies of any tax elections or revocations in effect
- Other information statements

In addition, please provide a copy of your (and your spouse's, if applicable) driver's license (front and back). This information may be needed to electronically file your tax return.

Also, enclosed is an engagement letter which explains the services that will be provided to you. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

The filing deadline for your income tax return is _____. Your completed tax organizer needs to be received no later than _____. Any information received after that date may require an extension to be filed for this return.

If an extension of time is required, any tax due should be paid with that extension. Any taxes not paid by the filing deadline may be subject to late-payment penalties and interest. If you don't pay a reasonable estimate of your tax liability, your extension may be deemed invalid, subjecting you to late-filing penalties.

Your return will be electronically filed unless otherwise requested or ineligible for e-file. The request to opt out of e-filing may require you to sign a form that will be filed with the taxing authority(ies). We look forward to providing services to you. Should you have questions regarding any items, please do not hesitate to contact _____.

Email _____ Phone _____

If you are uncertain of the appropriate response for any of the requested items, please consult the contact above.

Certification:

The undersigned certifies, to the best of his or her knowledge, that the information documented in and provided with this organizer is complete and accurate.

Certified by (taxpayer) _____

Certified by (spouse) _____ (if applicable)

If we did not prepare your prior year returns, provide a copy of federal and state returns for the three previous years.

If we did not prepare your prior year returns, do we have permission to contact your predecessor tax return preparer?

Yes No

If permission is granted, please provide the predecessor's contact information. _____

Taxpayer's name _____ Social Security number _____ Occupation _____

Spouse's name _____ Social Security number _____ Occupation _____

Home address _____

City, town, or post office County State Zip code School district

Telephone number Telephone number (taxpayer) Telephone number (spouse)

Home _____ Office _____ Office _____

Email (T) _____ Fax _____ Fax _____

Email (S) _____ Mobile _____ Mobile _____

Taxpayer citizenship/visa status _____

Spouse citizenship/visa status _____

Taxpayer date of birth _____ Blind? Yes No

Spouse date of birth _____ Blind? Yes No

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▶ Dependent children who lived with you:

Full name	Social Security number	Relationship	Birth date

.....

▶ Other dependents:

Full name	Social Security number	Relationship	Birth date	# months resided in your home	% support furnished by you

Please answer the following questions and submit details for any question answered "yes." Yes No

▶ 1) Will the address on your current returns be different from that shown on your prior year returns?

If yes, provide the new address and the date moved. _____

▶ 2) Did any births, adoptions, marriages, separations, divorces or deaths occur related to you, your spouse or any of your dependents for 2019?

If yes, provide details. _____

▶ 3) Were there any changes in dependents from the prior year? If yes, provide details.

▶ 4) Are you entitled to a dependency exemption due to a divorce decree?

▶ 5) Did any of your dependents have unearned income of \$1,100 or more (\$350 if self-employed)?

If yes, do you want us to prepare your child's tax return? Note that unearned income can no longer be included on the parent's tax return.

▶ 6) Are any dependent children married and filing a joint return with their spouse?

▶ 7) Did any dependent child 19-23 years of age attend school full time for less than five months during the year?

▶ 8) Has the IRS, or any state or local taxing agency, notified you of changes to a prior year's tax return in which you have not already notified us (including a partnership or LLC in which you have an investment)?
If yes, provide copies of all notices or correspondence received.

▶ 9) Did you receive any income from any legal proceedings, cancelation of student loans or other indebtedness during the year? If yes, provide details.

▶ 10) Did you acquire, use, dispose of or hold any virtual currency (such as bitcoin)?

▶ 11) Did you make gift(s) to any person that total more than \$15,000 this year? The gift(s) could have been made directly, indirectly or to a trust.

▶ 12) Did you make any discounted gifts or gifts of future interest to any person or trust?

Estimated tax payments made

Prior year overpayment applied	Federal		State (name)	
	Date paid	Amount paid	Date paid	Amount paid
1st quarter				
2nd quarter				
3rd quarter				
4th quarter				

- ▶
- Yes No
- 13) Did you have any interest in, or signature or other authority over, a bank, securities or other financial account in a foreign country? If yes and the aggregate value of all of your accounts exceeded U.S. \$10,000 at any time during the year, complete the following:
- 14) Did you have an interest in specified foreign financial assets valued at more than \$50,000 on the last day of the tax year or more than \$75,000 at any time during the tax year? Please include assets not previously listed for FinCEN 114 reporting.

▶ 15) Did you have foreign income, pay any foreign taxes that are not reflected on an enclosed 1099, or file any foreign information reporting or tax forms?

Provide details. _____

▶ 16) Were you the grantor, transferor or beneficiary of a foreign trust?

▶ 17) Were you a resident of, or did you have income from, more than one state during the year? If so, provide details. You may be required to file tax returns and may also owe taxes in those states.

▶ 18) Do you file use tax returns in any states?

▶ 19) Do you have any unpaid sales/use tax for tax year 2019 (such as from goods you purchased online or from a catalog)?

▶ 20) Do you and/or your spouse want to designate \$3 to the Presidential Election Campaign Fund?

Taxpayer	Yes	No
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Spouse	Yes	No
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▶ 21) Do you wish to contribute to any state fund(s)? If yes, indicate amount(s) and which fund(s):

▶ 22) Did you and all members of your household maintain minimum essential health coverage for all months of 2019? Minimum essential coverage includes employer-sponsored health insurance coverage, Medicare, Medicaid or Tricare.

1. Enclose documentation received from your employer and/or insurance company, such as Form(s) 1095-B and/or Form(s) 1095-C, even for partial periods of coverage.
2. If anyone in the household was not covered for the entire year, provide details that include dates of partial periods of coverage and any other types of health insurance coverage and/or benefits received during the year, such as Indian tribe membership and/or health care sharing ministry membership.

▶ 23) If you or your household did not maintain minimum essential health coverage for the entire year:

1. Were you offered coverage (through your or your spouse's plan) that you declined?
2. If yes, did the coverage offer minimum value and was it affordable?
3. Were you or any member of your household eligible for Medicare or Medicaid but did not enroll?

▶ 24) Did you or any member of your family enroll in health insurance coverage through the Health Insurance Marketplace at healthcare.gov under the Affordable Care Act? If yes, enclose Form 1095-A, *Health Insurance Marketplace Statement*.

▶ 25) Is more than one tax household sharing the premium tax credit? Examples include adult nondependent children, situations of divorce or a new marriage.

▶ 26) Were either you or your spouse eligible to participate in an employer’s health insurance or long-term care plan?

▶ 27) Did you receive any distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution (Form 1099-R and proof of rollover)?

▶ 28) If you received an IRA distribution, which you did not roll over, provide details (Form 1099-R).

1. Did you or your spouse withdraw amounts from your IRA to acquire a personal residence or pay for unreimbursed medical expenses or higher education expenses? If yes, provide details.

▶ 29) Did you convert IRA funds or any other qualified retirement plan funds into a Roth IRA? If yes, provide details (Form 1099-R).

▶ 30) Did you receive any Social Security income or disability payments this year?

▶ 31) Did you have any taxable distributions from an ABLÉ (achieving a better life experience) account?

▶ 32) Did you receive tip income not reported to your employer?

▶ 33) Did you sell or purchase a principal residence or other real estate? If yes, provide the settlement sheet (Closing Disclosure) and Form 1099-S.

▶ 34) Did you refinance any existing loans on your home or other real estate you own? If yes, provide the settlement sheet (Closing Disclosure).

▶ 35) Did you collect on any installment contract during the year? Provide details.

▶ 36) During this year, do you have any securities that became worthless or loans that became uncollectible?

▶ 37) Did you receive unemployment compensation? If yes, provide Form 1099-G.

▶ 38) Did you receive or pay any alimony during the year? If yes, provide details, including the date of the divorce agreement and the Social Security number of the spouse paying the alimony or whom the alimony was paid.

▶ 39) Did you have any business casualty or theft losses during the year? If yes, provide details.

▶ 40) Did you receive any proceeds (including insurance) on property which was taken from you by destruction, theft, seizure or condemnation?

▶ 41) Did you, or do you plan to, contribute money before April 15, 2020, to a traditional or Roth IRA for the last calendar year? If yes, provide details (note that some states may have earlier due dates).

▶ 42) If you or your spouse have self-employment income, do you want to make a retirement plan contribution?

- ▶ 43) Did you, or do you plan to, contribute money before April 15, 2020 to a health savings account (HSA) for the last calendar year? If yes, provide details.
- ▶ 44) Did you receive any distributions from an HSA? Were all distributions made for qualified medical expenses? If so, provide detail, including Form 1099-SA and Form 5498-SA.
- ▶ 45) Did you incur expenses as an elementary or secondary educator? If so, how much? The amount deductible is limited to \$250 per taxpayer.
- ▶ 46) Did you pay real estate taxes on your principal residence or any other real property owned? If so, provide details by property.
- ▶ 47) Did you purchase gasoline, oil or special fuels for non-highway use vehicles?
- ▶ 48) Did you purchase an energy-efficient or other new vehicle? If yes, provide the purchase invoice.
- ▶ 49) Did you pay sales tax on any large purchases, including home improvements? If yes, provide details.
- ▶ 50) Did you make any energy-efficient improvements (remodel or new construction) to your home?
- ▶ 51) Did you purchase and place in service any solar water heating, solar electric, fuel cells, small wind energy or geothermal heat pump to any property you own (not just your home)?
- ▶ 52) Did you incur adoption expenses or adopt a U.S. child that the state has determined to have special needs?
- ▶ 53) Did you acquire or sell any "qualified small business stock?"
- ▶ 54) Were you granted, or did you exercise, any stock options? If yes, provide details.
- ▶ 55) Were you granted any restricted stock? If yes, provide details.
- ▶ 56) Did you pay any household employee over age 18 wages of \$2,100 or more?
 - 1. If yes, provide a copy of form W-2 issued to each household employee.
 - 2. If yes, did you pay total wages of \$1,000 or more in any calendar quarter to all household employees?
- ▶ 57) Did you surrender any U.S. savings bonds, or did they mature?
- ▶ 58) Did you use the proceeds from Series EE U.S. savings bonds purchased after 1989 to pay for higher education expenses?
- ▶ 59) Did you start a business? If yes, provide details.
- ▶ 60) Did you purchase or convert property you already owned to rental property? If yes, provide the settlement sheet (Closing Disclosure).

▶ 61) Did you acquire or dispose of any interests in partnerships, LLCs, S corporations, estates or trusts this year? If yes, provide the Schedule K-1 that the organization has issued to you.

▶ 62) Do you have records to support travel, meals or gift expenses incurred in your business? The law requires that adequate records be maintained for travel, meals and gift expenses. The documentation should include the amount, time and place, date, business purpose, description of gift(s) (if any), and business relationship of recipient(s). Note that entertainment expenses are not deductible.

▶ 63) Did you participate in any bartering transactions (including the use of virtual currency)?

▶ 64) Do you have evidence to substantiate all of your charitable contributions?

Note: Current tax law requires taxpayers to have the following for all tax deductions of a donation to a charitable contribution of cash, check or any other monetary gift: (1) a bank record (such as a canceled check) or (2) a written communication from the charity that adequately documents the donation. If the donation is \$250 or more, you must have the appropriate written communication from the charity. Written acknowledgment from a donee organization must include (1) the amount of any cash you paid and a description of any property given to the organization, (2) a statement of whether or not the donee organization provides any goods or services related to the contribution, (3) if the donee organization provides any goods or services other than intangible religious benefits, a description and good faith estimate of the value of the goods or services and (4) if the donee organization provides intangible religious benefits, a statement to that effect. If you make charitable contributions by payroll deductions, you should have a pay stub, Form W-2 or other document furnished by your employer that shows the total amount withheld for payment to a charity and the pledge card that shows the name of the charity. In order to take a deduction for donations of used clothing and household goods, they must be in "good condition" or better. An exception allows deductions for single items that are appraised at more than \$500, even if they are not in "good condition."

▶ 65) Has your will or trust been updated within the last three years? If yes, provide copies.

▶ 66) Can the IRS and state tax authority discuss questions about this return with the preparer?

▶ 67) Did you or any of your dependents receive a Federal IP PIN from the IRS or have you been a victim of identity theft, either in 2019 or in prior years? If you received an IP PIN, provide a copy of the IRS notice.

▶ 68) Do you expect a large fluctuation in your income, deductions or withholding? This will help us calculate possible changes to estimated tax payments.
If yes, provide details. _____

▶ 69) Do you want any overpayment of taxes applied to next year's estimated taxes?

▶ 70) Do you want any federal or state refund deposited directly into your bank account? If yes, enclose a voided check or provide your bank routing number and account number.

1. Do you want any balance due directly withdrawn from this same bank account on the due date?

2. Do you want next year's estimated taxes withdrawn from this same bank account on the due dates?

▶ 71) If you owe federal or state tax upon completion of your return, are you able to pay the balance due?
If not, please provide further information.