

**2020 INCOME TAX ORGANIZER**

**Taxpayer & Spouse (if applicable):**

Taxpayer's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Taxpayer's E-mail Address: \_\_\_\_\_

Spouse's E-mail Address: \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_

Taxpayer's Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Spouse's Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Filing Status:  Single  
(check one)  Married – please indicate if you are:  Filing jointly or  Filing separately  
 Head of Household (with qualifying person)  
 Qualifying Widow(er) with dependent child

**Dependents:**

<u>Name</u>	<u>Date of Birth</u>	<u>Social Security Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Estimated Income Taxes Paid:**

<u>Installment</u>	<u>Federal Amount</u>	<u>Date Paid</u>	<u>State Amount</u>	<u>Date Paid</u>	<u>Other: _____ Amount</u>	<u>Date Paid</u>
1 <sup>st</sup> Quarter	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /
2 <sup>nd</sup> Quarter	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /
3 <sup>rd</sup> Quarter	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /
4 <sup>th</sup> Quarter	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /



In addition to a copy of last year's tax return (new clients only), please provide us with the following documents (where applicable):

**Income:**

- W-2 for Salary, Wages, and Tips
- W-2G for all Gambling winnings
- Forms 1095-A, B, and/or C Health Insurance Marketplace Statements
- 1099-DIV for Dividends Received
- 1099-INT for Interest Received (taxable and tax-exempt)
- 1099-G for Certain Government Payments (e.g., Unemployment Compensation)
- 1099-MISC for Miscellaneous Income (e.g., Non-Employee Compensation, Rents, Royalties)
- 1099-R for Distributions from Pensions, Annuities or IRAs  
(NOTE: If you rolled over a lump sum distribution from a qualified plan or IRA, please include proper substantiation.)
- 1099-Q for Payments from Qualified Education Programs under Sections 529 and 530
- 1099-S for Proceeds from Real Estate Transactions (and closing statements)
- SSA-1099 for Social Security Benefits
- K-1s for income/loss from Partnerships, Estates, Trusts, and S-Corporations
- Sale/Exchange of Property (cost, sales prices & dates of transactions)
- Brokerage Statements for Securities (including cost basis of securities and purchase dates)
- Taxable Value of Insurance From Pension/Profit Sharing
- State & Local Income Tax Refunds
- Alimony Received (Note: For divorces finalized after 12/31/18, alimony received will NOT be taxable. \*Old rules remain in effect for divorce decrees signed before 1/1/2019.)
- Child Support
- Disability Income (may qualify for exclusion)
- Worker's Compensation
- Veteran's Pension
- Director/Executor's Fee
- Commissions
- Bonuses, Prizes and Awards
- Scholarships (Grants)
- Jury Duty Pay
- Profit/Loss from Business (if applicable, see page 4 for a list of deductible expenses)
- Profit/Loss from Rental Property (if applicable, see page 4 for a list of deductible expenses)

**Adjustments to Income:**

- IRA Contributions - Deductible (annual statements for taxpayer/spouse)
- IRA Contributions - Nondeductible and/or Roth IRA (annual statements for taxpayer/spouse)
- SEP Contributions (annual statements)
- Keogh Contributions (annual statements)
- Penalty on Early Withdrawal on Savings
- Alimony Paid (recipient's Social Security number, and copy of divorce decree or separation agreement) (Note: For divorces finalized after 12/31/2018, alimony paid will NOT be deductible. \*Old rules remain in effect for divorce decrees signed before 1/1/2019.)
- Health Savings Account Information

**Credits:**

- Child Tax Credit
- Child & Dependent Care Credit
  - Name, address and Tax ID number of organization providing care, or
  - Name, address and Social Security number of individual providing care
- Credit for the Elderly or Disabled
- Foreign Tax Credit
- Residential Energy Credits (e.g., solar electric, solar water heating, small wind energy, etc.)
- Education Credits

## **Itemized Deductions:**

### **1. Medical**

- Medical Insurance
- Medical & Dental Expenses
- Medical Travel
- Medicine & Drugs
- Wheelchair/specialized equipment
- Eyeglasses/Contact Lenses
- Therapy, X-Ray/Similar Services
- Nursing Services/Including Board
- Payment For Acupuncture
- Purchase or Rental of Equipment
- Support/Corrective Devices
- Treatment at Center
- Artificial Teeth/Limbs
- Hearing Aids/Batteries
- Crutches
- Birth Control Surgery
- Special Schooling
- Ambulance Services
- Lab tests

### **2. Taxes Paid** (Note: For 2020 total deduction for taxes is limited to \$10,000.)

- State and Local Estimated Taxes Paid (as itemizes on page 1)
- State and Local Income Tax Withheld
- State and Local Income Taxes Paid - Prior Year
- Sales tax paid (if applicable – no State income tax deduction)
- Real Estate
- Personal Property
- Other Taxes

### **3. Interest Paid**

- Mortgage Interest (Note: Mortgage interest deduction may be limited; home equity interest is no longer deductible unless used to buy, build, or substantially improve your main home or second home.)
  - Paid to financial institution (Form 1098; Tenant Shareholder letter for Cooperative Apartment owners)
  - Paid to an individual (name, address, and Social Security number of individual)
- Points
- Investment Interest (limited to investment income)
- Margin Accounts
- Other

### **4. Contributions**

- Donations by cash, check or credit card to charitable organizations
- Other than cash contributions – documentation should include:
  - Date acquired by donor
  - Donor's cost
- Donated articles – documentation should include:
  - Name & Address of Donee Organization
  - Date of Contribution
  - Description of donated articles
  - Fair market value of donated articles
- Travel costs for services contributed (NOTE: Value of services contributed is not deductible.)

### **5. Casualty/Theft Loss** (can no longer claim personal casualty or theft loss unless the loss is from a federally declared disaster)

### **6. Job-Related Moving Expenses** (can no longer deduct moving expenses except for certain Armed Forces members)

### **7. Miscellaneous Deductions** You can no longer claim any miscellaneous itemized deductions on your federal tax return. Some states continue to recognize some or all miscellaneous itemized deductions. These may be limited or eliminated based on income and other factors.

- Unreimbursed employee business expenses
- Investment expenses
- Tax preparation services

## **Other deductible expenses (if applicable):**

### **A. Business Expenses**

- Furniture and equipment
- Accounting and auditing services
- Advertising
- Amortization
- Equipment rental
- Repairs and maintenance
- Storage and warehousing
- Subcontractors
- Supplies
- Dues, licensing, and publications
- Telephone
- Travel
- Seminars and conventions
- Interest on business indebtedness
- Wages
- Entertainment (client entertainment other than 50% of non-lavish ordinary and necessary business meals is no longer deductible)
- Renovations
- Office supplies
- Postage
- Rental of business property
- Home office (square footage used)
- Bank charges
- Car and truck expenses (see below for details)
- Commissions
- Depreciation
- Taxes
- Employee benefits
- Insurance
- Utilities
- Laundry and cleaning
- Legal services

NOTE: Club dues are no longer deductible

### **B. Rental Property Expenses**

- Advertising and commissions
- Carpentry
- Landscaping work
- Snow removal
- Upkeep and cleaning
- Insurance
- Repair work
- Electrical
- Painting and decorating
- Plumbing
- Trash Removal
- Equipment
- Improvements
- Furniture
- Utilities
- Pest Control
- Taxes
- Furnace and air conditioning
- Interest
- Other

### **C. Business auto expenses**

- Motor club dues
- Gas, oil and lubrication
- Repairs and maintenance
- Tires and accessories
- Lease payments
- Licenses and fees
- State and local taxes
- Insurance
- Parking, towing, and tolls
- Garage rental
- Interest on auto loan
- Other