



Tax Year 2017: Income Tax Organizer

Check off those that apply to you and be sure to bring the corresponding documentation and information to your tax preparation appointment.

QUICK REFERENCE

Be sure you have the following applicable information upon arriving to your tax preparation appointment:

[Personal Info- Name, Date of Birth, Social Security Number of you and anyone on your tax return]

[Income- All: W-2's, 1099's, K-1s] [Health Care- All: 1095 forms] [Credit & Deductions- All: 1098's, Form 5498]

GENERAL INFO

Personal Information

As a returning client most of your personal information is on file. Please be prepared to provide us with any changes in personal information such as: Name, Address, Phone #, etc. We will need the following additional info:

- Bank Account Number and Routing Number (When possible, bring a voided check)
- Additional/New Dependent Name, Social Security Number, Date of Birth (additional documentation may be necessary).
- IRS Issued ID Theft Personal Identification Number (PIN) Letter (necessary for those who were issued a PIN by the IRS, usually due to ID theft or related issues).
- Individual Tax Identification Number (ITIN) for those who do not have a Social Security Number

Medical Health Care Coverage Information

- Form **1095-A** Health Insurance Market Place Statement (Covered CA. recipients) This form is **necessary** if you were a recipient of Affordable Care Act "Obama Care" coverage.
- Form **1095-B** or **1095-A** (If insured thru work or directly with a health insurance company)
- Form **1099-SA** Distributions form an Health Savings Account (HSA)
- Proof of Health Insurance Coverage (medical card or health insurance statement). Not necessary for those who receive any of the above 1095 Form's

CREDITS AND DEDUCTIONS

Tax Credits and Deduction Checklist

- Child Care Provider Address, I.D. Number and Amounts Paid
- Earned Income Tax Credit (EIC)**: Please provide a most current copy of one of the following documents: *School Records, Health Care Provider Statement, Medical Record, Certified Dependent Care Statement or Record, Social Service Records*. Please see the attached **FAQ** sheet for more information.
- Form **1098-T** Tuition Statement: Education Credit (*provide us with details relating to all educational expenses*)
- Form **1098-E** Student Loan Interest
- Residential Energy Credit (*please provide us with expenses relating to energy efficient upgrades to your home*)
- IRA Contributions Deduction: **Form 5498**
- Qualified Plug-in Electric Drive Motor Vehicle Credit: Please provide- *Purchase date, year make & model, VIN*

For those who Itemize their deduction by meeting the qualified deduction expense threshold...

- 1098** Mortgage Interest Statement
- Real Estate Taxes Paid
- Charitable Contributions (gifts and cash donations)
- DMV Registrations
- Medical and Dental Expenses Paid
- Job Related expenses that were not reimbursed by employer
- Gambling Losses



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INCOME

General Income

- W-2** Form(s) for Wages, Salaries, and Tips (*You need a W2 for each job worked in 2017*)
- Form **1099-INT & 1099-OID** Interest Income Statements
- Form **1099-DIV** Dividend Income Statements
- Form **1099-B** Sales of Stock, Land, etc.
- Form **1099-G** State Tax Refunds (*if you itemized your deduction in 2016 and received a state refund you will need to report that refund as income in 2017*)
- Alimony Received or Paid
- Form **1099-G** Unemployment Compensation Received From EDD *and/or* Taxable Paid Family Leave
- Form **1099-MISC** Miscellaneous Income
- Form **1099-C** Cancellation of Debt income
- W-2G** Certain Gambling Winnings

Retirement Income

*If you are retired and receive monthly retirement compensation **OR** if you took out a distribution from your retirement fund you will receive one of the following forms.*

- Form **1099-R** Retirement Income
- Social Security and Railroad Retirement Income
- Form **SSA-1099** Social Security benefits received

Other Income Requiring Special Processing and Additional Details

- Business Income and Expenses: Contract Laborers & Self-Employed individuals
 - Please provide us with a statement that details your income and expenses.
 - Bring any **1099-Misc** forms containing reportable income received.
 - **1099-K** for credit card transaction payment you received through merchant services
 - Bring W9 forms for any vendor or contractor you wish to issue a 1099-Misc to.
 - Documentation of Miles Traveled for Business Purposes
- Real Estate Rental Income and Expenses
 - Please provide us with a statement that details your income and expenses.
 - Bring in any **1099-Misc** showing Rental Income received.
 - Bring in all **1098-Forms** containing Mortgage Interest paid for each property.
 - Bring info on real estate taxes and insurance payments.
- Farm Income and Expenses
- Form K-1** Income from Partnerships, Trusts, and S-Corporations
- Sale of Real Estate (Home or Rental Property)
 - Form **1099-S** Proceeds from a Real Estate Transaction
 - Final Hud-1 Settlement Statement (for purchase and sale of property)
 - Please provide us with dates of original purchase and sale of property
- Foreclosure, Short sale, Abandonment of Property Income
 - Please provide a Cancellation of Debt Form: **1099-C** and/or an Acquisition or Abandonment of a Secured Property Form: **1099-A**
 - Final Hud-1 Settlement Statement (for purchase and sale of property)