



# Tax Year 2020: 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 **1099-SA** Distributions from 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
- Solar Panel Residential Energy Credit- Total amount spent on purchase and installation of solar panels
- 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 (gifted items to charity and monetary donations)
- DMV Registrations
- Medical and Dental Expenses Paid
- 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 2019*)
- 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 Refund (if you itemized)
- 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
- 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

- Real Estate Rental Income and Expenses**
  - Please provide us with an **END OF YEAR** statement that details and summarizes 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.
- 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)

### Business: Self-Employed, Sole-Proprietor, Partnership, LLC, S-Corp, C-Corp

- Business Income and Expenses:**
  - ❖ Please provide us with an **END OF YEAR Statement** such as a Profit and Loss, Income Statement, or similar report that summarizes your totaled annual income and expenses.
- Additional charges for End of Year Bookkeeping may apply If calculating and categorizing is done by your tax preparer*
- 1099-Misc** forms containing reportable income received.
- 1099-K** for credit card transaction payment you received through merchant services
- Payroll W3 and 941 forms
- Payments made to vendors and independent contractors
- Documentation of business miles driven
- Business Employee Identification Number (EIN) and State Entity Number
- Articles of Incorporation (Corporations) OR Articles of Organization (LLC)
- Business use of home information: Sqft of area used for business and sqft of total area of home
- Asset Information for Calculation Depreciation: Purchase date, purchase amount, and date placed in service