

RETURNING CLIENT ORGANIZER TAX YEAR 2016

**In addition to this standard organizer we have specific organizers for clients with self-employed income, rental property, vehicle usage, home offices, moving expenses, college/university expenses, and cancellation of debt income. These are available for your convenience on our website www.oneilsteiner.com, at the front desk or by email.

A) Income Information:

The following is a list of popular income reports for tax purposes. Please review and include all forms you have received for income with your tax packet.

1. Forms W-2 for wages
2. Forms 1099-Int or 1099-Div for interest/dividends
3. Forms 1099-B for capital gains from sale of stocks, bonds, etc.
4. Forms 1099-R if you received money from a retirement account
5. Forms SSA-1099 if you received Social Security
6. Forms 1099-Misc if you were self-employed (complete Self-Employed Organizer)
7. Schedule K-1's for income from a partnership, corporation or LLC
8. Forms 1099-G for income from a government institution (state refunds, unemployment, etc)
9. W-2G for gambling winnings

*Additional, less frequently used income forms exist. Please give us a call if you have questions.

B) Deduction Information: (Tables in bold are on page 2)

1. Medical expenses: We are happy to determine whether your medical expenses exceed the updated federal limitations to be allowable as deductions. Regardless of the federal limitations these will reduce AZ taxes for itemizing taxpayers regardless of amount. Please provide totals for each category of table **B1**.
2. Vehicle Registration: If you paid to register your vehicle with the Department of Motor Vehicles please include the amount paid for vehicle license tax, a description of the vehicle, and how many years license were paid for in table **B2**.
3. Real Estate Taxes & Mortgage Interest: Please provide all forms 1098 Mortgage Interest Statements. If more than one is provided please note primary residence, 2nd home, rental home address, etc. For non-mortgaged property, please complete table **B3**.
4. Charitable Contributions: Complete table **B4** for donations to qualified charitable entities.
5. Miscellaneous Deductions: The following are a list of items that must exceed 2% of your adjusted gross income before they become deductible. Please provide individual totals for any of the following you paid: union dues, tax preparation fees (other than payments to us), legal fees (limited to fees to produce income only), safe deposit box rental, unreimbursed tools, supplies, uniforms & safety equipment/clothing, professional dues, or business publications required for your job; investment expenses.
6. Gambling losses: Please list total lost. Deductions limited by gambling income in section A.

*Many other deductible items exist based on your activity during the year. Please review prior year records for additional information required and contact us with any questions you may have.

B1) Medical Expenses: (Do not include portions paid by insurance, health savings accounts, flexible spending accounts, etc.)

- a. Health Insurance Premiums Paid (Don't include Medicare withheld from Social Security Benefits or premiums withheld pretax by your employer) \$ _____
- b. Long-Term Care Premiums Paid \$ _____
- c. Prescriptions Paid \$ _____
- d. Fees Paid for Doctors & Dentists \$ _____
- e. Fees paid for Hospitals, Clinics, Laboratories, etc. \$ _____
- f. Glasses/Eye care Fees Paid \$ _____
- g. Please total your mileage to/from Medical Services _____ miles
- h. Distributions/reimbursements from HSA and/or FSA \$ _____
- i. Please provide a list of descriptions and totals for other categories as needed.

B2) Vehicle Information:

	<u>Description (ex: 03 Ford F-150)</u>	<u>Vehicle License Tax paid</u>	<u># of years paid this year</u>
a.	_____	\$ _____	_____
b.	_____	\$ _____	_____
c.	_____	\$ _____	_____
d.	_____	\$ _____	_____

B3) Real Estate Taxes not reported on Forms 1098 Mortgage Interest Statements:

(Use Code "H" is for your primary and second home, "R" for rentals and "I" for property that are neither, but held for investment/future sale only)

	<u>Description (ex: address or last 4 of parcel #)</u>	<u>Real estate taxes paid</u>	<u>Use Code</u>
a.	_____	\$ _____	_____
b.	_____	\$ _____	_____
c.	_____	\$ _____	_____

B4) Charitable Contributions: *If you will make additional *Arizona tax credit donations* prior to April 15th, 2017 deadline please list them below and place an X in the last column.*

**Cash Only*

	<u>Name of Nonprofit/Charity</u>	<u>Total Amount Given</u>	<u>AZ credit?</u>	<u>Made 1/1-4/15/17?</u>
a.	_____	\$ _____	Y N ?	_____
b.	_____	\$ _____	Y N ?	_____
c.	_____	\$ _____	Y N ?	_____
d.	_____	\$ _____	Y N ?	_____

****Non-Cash Only-** Please provide names, dates, descriptions, and charity name & address if the total for the year is to exceed \$500. If total is \$500 or less, only total fair market value is needed.

	<u>Name of Nonprofit/Charity</u>	<u>Date</u>	<u>Fair Market Value</u>	<u>Description of items</u>
a.	_____	_____	\$ _____	_____
b.	_____	_____	\$ _____	_____
c.	_____	_____	\$ _____	_____
d.	_____	_____	\$ _____	_____

C) Credits, Payments, and other items:

1. **Child/dependent care credit:** If you paid for child/dependent care please provide the information below for each child/dependent:

Provider Name Phone Number Address Taxpayer ID Name of dependent Total Paid

2. **Education Expenses:** If you or one of your dependents paid for student loan interest (1098E) or tuition (1098T) please provide the tax forms listed and complete an Educational Expense Organizer.

3. **Educator Expenses:** If you are a qualified educator (K-12) and paid for unreimbursed books, supplies, materials, etc. used in the classroom please total amount: \$_____

4. **Energy efficiency credits:** If you purchased solar panels, solar water heaters, air conditioners, insulation, roofing, windows & doors, etc. and were given a manufacturer's certification that the items qualified for federal energy efficient credits please provide the details below.

<u>Item Description</u>	<u>Date of Installation</u>	<u>Total Cost</u>
_____	_____	\$_____

5. **Estimated Payments:** If you made estimated payments toward your **2016** taxes please list:

*Payments to the IRS

**Payments to Arizona (or other state)

<u>Date of Payment</u>	<u>Amount Paid</u>	<u>Date of Payment</u>	<u>Amount Paid</u>
1. _____	\$_____	_____	\$_____
2. _____	\$_____	_____	\$_____
3. _____	\$_____	_____	\$_____
4. _____	\$_____	_____	\$_____

D) Changes to prior year information:

Please alert us to any changes in the following categories for you or your spouse:

1. Job title, mailing address, phone number, email address, marital status
2. Dependents to be included:
 - a. Please provide full name (last/first/MI), SSN, DOB, relationship, earned & unearned income, and months in your home for all new dependents
 - b. If you would like to discuss dependents with income, college students, or non-disabled adult children to be considered for qualification please alert a staff member.
3. Bank account desired for direct deposit of potential refunds (please bring a voided check if new account is to be used)
4. Property use changes (example: rental became my residence, vice versa, purchased new home or rental, etc.)
5. Please provide settlement sheets (HUD-1 forms) if you bought or sold any properties.

E) General Questions:

If you answer yes to any, please provide as much detail as possible in notes. If you have any questions please don't hesitate to ask a staff member to expedite preparation.

1. Did you operate your own business or receive income reported on Form 1099-Misc?
(If yes, please obtain a self-employed business organizer) ☐ YES ☐ NO
2. Did you own any property held for rent? (If yes, please obtain a rental property organizer)
☐ YES ☐ NO
3. Did you use your vehicle(s) for your business or rental property? (If yes, please obtain a Vehicle Recap)
☐ YES ☐ NO
4. Do you meet, or would you like information regarding, the strict regulations in regards to in-home offices? (If yes, please obtain a home office organizer) ☐ YES ☐ NO
5. Did you move due to change of employment or job location? (If yes, please obtain moving expense organizer) ☐ YES ☐ NO
6. Did you have any cancellation of debt income from a short sale, foreclosure, modification, bankruptcy, etc.? (If yes, please obtain a cancellation of debt organizer) ☐ YES ☐ NO
7. Did you have any income not included elsewhere to consider? ☐ YES ☐ NO
8. Did you have questions on any deductible item in section B of this form? ☐ YES ☐ NO
9. Did you contribute to an HSA or IRA this year? Please provide forms 5498. ☐ YES ☐ NO
10. Did you receive any funds from an IRA/Qualified Plan that you later (within 60 days of distribution) rolled over partially or totally into another IRA/Qualified Plan? ☐ YES ☐ NO
11. Would you like to, and do you have funds available to, consider making a retirement plan contribution if it would save money on your taxes? ☐ YES ☐ NO
12. Do you have credit eligible adoption expenses? ☐ YES ☐ NO
13. Are there any credits/special programs that you qualify for not listed above? ☐ YES ☐ NO
14. Are there any changes to this year's return you believe we should discuss? ☐ YES ☐ NO
15. Did you reside in or have income from any state other than Arizona this year? ☐ YES ☐ NO
16. Do you wish to have \$3 (\$6 on a joint return) of your taxes applied to the Presidential Campaign Fund? ☐ YES ☐ NO
17. Would you like for the federal and state government departments to direct draft any amounts owed from your bank account on file instead of submitting payment by mail? ☐ YES ☐ NO
18. Do you have any questions, concerns, or services you wish us to provide you in regards to your return? For example, tax projection based on future income change? ☐ YES ☐ NO
19. Have you been made aware of any items that caused changes or were not accurately reported on a prior year return? ☐ YES ☐ NO

As always, we would cherish the opportunity to answer any questions that you might have. Please contact the office to set appointments, email your preparer, or include a list of your questions with your tax packet and we will do our best to meet your needs.

We look forward to serving you,

O'Neil & Steiner Staff