# 2018 Tax Organizer

This Tax Organizer is designed to help you collect and report the information needed to preincome tax return. The attached worksheets cover income, deductions, and credits, and will preparation of your tax return by focusing attention on your special needs.         Please enter your 2018 information in the designated areas on the worksheets. If you need information, you may use the back of a worksheet or an additional page.         When possible, 2017 information is included for your reference. You do not need to make at Note: The General Questions and Business/Investment Questions worksheets include a vari designed to assist in completing your tax return. If you answer yes to any of the questions, the applicable details.         Please provide the following information:         A copy of your 2017 tax return (if not in our possession).         Original Form(s) W-2.         Schedule(s) K-1 showing income or loss from partnerships, 5 corporations or estates or train Copies of other compensation or pension documentation, such as Form 1099-MISC or Form(s) 1099 or statements reporting dividend and interest income.         Brokerage statements showing transactions for stocks, bonds, etc.         Form(s) 1099 or statements reporting dividend and interest income.         Brokerage statements showing transactions for stocks, bonds, etc.         Copies of closing statements regarding the sale or purchase of real property.         All other information notices you received, or any items you have questions about.         Thank you for taking the time to complete this Tax Organizer.	1
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Thank you for taking the time to complete this Tax Organizer.	
VALERIE KEMP DREIER CPA 106 SPRING ST ASHLAND CITY, TN 37015 Telephone: (615)792-1766 Fax: (615)792-1767	

Alimony paid ORG28	3
Alimony received ORG10	)
Annuity payments received ORG7	
Business income and expenses ORG19	
Car and truck expenses ORG18	3
Casualties and thefts ORG3	
Charitable contributions ORG14	1
Child and dependent care expenses ORG35	5
Dependent information ORG6	
Depreciable property - additions ORG51	1
Depreciable property - deletions ORG50	)
Dividend income ORG11	1
Education ORG36	5
Employee business expense ORG17	7
Estate income ORG47	,
Estimated and other tax payments ORG40	)
Farm income and expenses ORG27	,
Farm rental income and expenses ORG26	5
Foreign earned income ORG52	2
Gambling and lottery winnings ORG7	
Household employees ORG41	1
Health Insurance Coverage ORG3/	4
Installment sales ORG23	3
Interest income ORG11	i
Interest paid (mortgage, etc) ORG14	+
Investment interest expense ORG14	ŧ
IRA contributions ORG28	3

IRA distributions and rollovers0	RG7
Keogh plan contributions ORe	G28
Medical and dental expenses OR	G13
Miscellaneous income reported on 1099-MISC OR	G8
Miscellaneous income not from 1099-MISC OR	G10
Miscellaneous itemized deductions OR	G15
Moving expenses OR	G16
Office in home expenses OR	G20
Partnership income OR	G45
Pension payments received OR	G7
Personal information OR	G6
Railroad retirement benefitsOR	G10
Rental income and expenses OR	G25
Royalty income and expenses OR	G25
S corporation income OR	G46
Sale of homeOR	G22
Sales of business property OR	G24
Sales of stock, securities OR	G21
Self-employed health insurance OR	G19
SEP plan contributionsOR	G28
SIMPLE plan contributions OR	G28
Social security benefitsOR	G10
State and local tax refundsOR	G10
Taxes paidOR	G13
Trust income OR	G47
Unemployment compensationOR	G10
Wages and salariesOR	G7

# **General Questions**

	PERSONAL INFORMATION		
		Yes	No
1	Did your marital status change during 2018?		
2	Do you want to allow your tax preparer to discuss this year's return with the IRS? If <b>no</b> , enter another person (if desired) to be allowed to discuss this return with the IRS. <b>Caution:</b> Review any transferred information for accuracy.		
	Designee's Name ► Personal Identification Number (5 digit PIN) ►		
3	Do you or your spouse plan to retire in 2019?		
4	Were you or your spouse permanently and totally disabled in 2018?		
5	Enter date of death for taxpayer or spouse (if during 2018 or 2019): Taxpayer: Spouse:		
6	Were you or your spouse a member of the U.S. Armed Forces during 2018 ?		
	DEPENDENT INFORMATION		
		Yes	No
7 a	Do you have dependents who must file?	$\square$	
b	If <b>yes</b> , do you want us to prepare the return(s)?		
8 a	Do you have children who are under age 19 or a full time student under age 24 with investment income greater than \$2,100?		
b	If <b>yes</b> , do you want to include your child's income on your return?		
9	Are any of your dependents <b>not</b> U.S. citizens or residents?		
10	Did you provide over half the support for any other person during 2018?		
11	Did you incur adoption expenses during 2018?		
	IRA, PENSION AND EDUCATION SAVINGS PLANS		
		Yes	No
12	Did you receive payments from a pension or profit-sharing plan?		
13	Did you receive a total 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?		
	Did you convert all or part of a regular IRA into a Roth IRA?	=	
	Did you roll over all or part of a qualified plan into a Roth IRA?		
15	Did you contribute to a Coverdell Education Savings Account?		
	ITEMS RELATED TO INCOME/LOSSES		
16	Did you receive any disability payments in 2018 ?	Yes	No
17	Did you receive tip income <b>not</b> reported to your employer?		
	Did you buy, sell, refinance, or abandon a principal residence or other real property in 2018?		
	(Attach copies of any escrow statements or Forms 1099.)		
	If you sold or abandoned a home, did you claim the First-Time Homebuyer Credit when you purchased the home?	Ц	
c	Are you planning to purchase a home soon?		
19	Did you incur any casualty or theft losses during 2018?		
20	Did you incur any non-business bad debts?		
	PRIOR YEAR TAX RETURNS		
21	Were you notified by the Internal Revenue Service or state taxing authority of changes to a prior year's return? If <b>yes</b> , enclose agent's report or notice of change.	Yes	No
22	Were there changes to a prior year's income, deductions, credits, etc which would require filing an amended return?		

	FOREIGN BANK ACCOUNTS, FOREIGN ASSETS AND FOREIGN TAXES		
		Yes	No
	Did you have foreign income or pay any foreign taxes in 2018 ? At any time during 2018 , did you have an interest in or a signature or other authority over a bank account, or		
Ŀ	other financial account in a foreign country?		
25	on Org 11 Were you the grantor of or transferor to a foreign trust which existed during the tax year, whether or not you have any		
26	beneficial interest in the trust? Did you at any time during 2018, have an interest in or any authority over any foreign accounts or assets (i.e. stocks, bonds, mutual funds, partnership interests, etc.) held in foreign financial institutions that exceeded \$50,000 in value at		
	any time during the year?		
	HEALTH AND LIFE INSURANCE		
27.		Yes	No
ł	<ul> <li>Did you and your dependents have health care coverage for the full year?</li> <li>Did you receive any of the following IRS documents? Forms 1095-A (Health Insurance Marketplace Statement), Form 1095-E (Health Coverage) or Form 1095-C (Employer Provided Health Insurance Offer and Coverage)? If so, please attach</li> </ul>	3	
	: If you or your dependents did not have health care coverage during the year, do you fall into one of the following exemption categories: Indian tribe membership, health sharing ministry membership, religious sect membership, incarceration, exempt non-citizen or economic hardship? If you received an exemption certificate, please attach		
	<ul> <li>Did you or your spouse have self-employed health insurance?</li> <li>If you or your spouse are self-employed, are either of you eligible to participate in an employer's health plan at another job?</li> </ul>		
29	Did your employer pay premiums on life insurance in excess of \$50,000 where the proceeds are payable to beneficiaries		
30	named by you?		
	MISCELLANEOUS		
		Yes	No
31	Did you make energy efficient improvements to your home or purchase any energy-saving property during 2018? If <b>yes</b> , please attach details		
32	Did you start paying mortgage insurance premiums in 2018 ? If <b>yes,</b> please attach details		
33	Did you purchase a motor vehicle or boat during 2018 ? If <b>yes,</b> attach documentation showing sales tax paid.		
34	Did you purchase an energy efficient vehicle in 2018 ?		
35	If yes, enter year, make, model, and date purchased:         Did you donate a vehicle in 2018 ? If yes, attach Form 1098C		
36	What was the sales tax rate in your locality in 2018 ?       %       State ID		
37	Did you or your spouse make gifts of over \$15,000 to an individual or contribute to a prepaid tuition plan?	$\square$	
38	Did you make gifts to a trust?		
39	If there were dues paid to an association, was any portion required to be non-deductible due to political lobbying by the association?		
	If <b>yes,</b> please attach details.	_	_
40	Did you or your spouse participate in a medical savings account in 2018?		
	If <b>yes</b> , please attach Form 1099-SA (Distributions from an HSA, Archer MSA or Medicare+Choice MSA.)		
41	Did you make a loan at an interest rate below market rate?		H
42	Did you pay any individual for domestic services in 2018 ? Did you pay interest on a student loan for yourself, your spouse, or your dependents?		H
43	Did you pay interest on a student roam of yoursen, your spouse, or your dependents?		H
45	Did a lender cancel any of your debt in 2018 ? (Attach any Forms 1099-A or 1099-C)		H
46	Did you receive any income not included in this Tax Organizer?		
	ELECTRONIC FILING AND DIRECT DEPOSIT OF REFUND		
		Yes	No
47	If your tax return is eligible for Electronic Filing, would you like to file electronically?		
48	The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?		
Cau	tion: Review transferred information for accuracy.		
49	If <b>yes</b> , please provide the following information:		
	Name of your financial institution		
	Account number		
	What type of account is this?		
	Please attach a <b>voided</b> check (not a deposit slip) if your bank account information has changed.		

1555 REV 11/09/18 PRO

## Health Insurance Coverage

**Preparer note:** The fields on this form are non-enterable. This worksheet is meant to gather client data only. This worksheet will not transfer to the ProSeries/1040 product. Data from this worksheet must be manually entered on the appropriate form in ProSeries/1040.

#### Part 1 Coverage

Enter the name, SSN/DOB and health insurance status for each person who will claim on your return in the table below: See the information below regarding the new health insurance reporting requirements beginning in 2015.

	Name of covered individual(s)	SSN or DOB	Covered 12 mos	Exchange Policy	Exemption Received				was c Aug		
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											

Use this worksheet to list the names of individuals listed on the income tax return and their health care insurance coverage status. It will help your tax preparer determine who has health insurance coverage, who may have an exemption, and who may be subject to the individual shared responsibility payment.

Most individuals are required to have:

- Minimum Essential Coverage (\*MEC), or
- ► an Exemption from the responsibility to have minimum essential coverage, or

► Make a Shared Responsibility Payment.

Minimum Essential Coverage includes employer-sponsored coverage, health insurance purchased through the Health Insurance Marketplace (Exchange), Medicare, Medicaid, certain VA coverage, Tricare, etc.

- **Exemptions** may be obtained in advance from Healthcare.gov. Exemptions are available to members of federally recognized tribes, certain religious sects, and members of healthcare sharing ministries. There are numerous other exemptions and hardship exemptions available at www.irs.gov/uac/ACA-Individual-Shared-Responsibility-Provision-Exemptions or www.healthcare.gov/exemptions. Some exemptions may be claimed directly on the income tax return.
- The **Shared Responsibility Payment** for 2017 is the **GREATER OF 2.5%** of the household income that is above the filing threshold for the filing status, or

the family's flat dollar amount for 2017 is \$695 per adult and \$347.50 per child, limited to a family maximum of \$2,085. This total is capped at the cost of the national average premium for a bronze level plan available through the Marketplace in 2017.

The national average bronze plan amount is \$272 per month and limited to \$1,360 per month for a family of five or more members.

If you purchased a health insurance policy from an exchange (or Marketplace), check the Exchange Policy box above. You will receive Form 1095-A from the exchange that issued your policy. Please provide this form with your Organizer documents to your tax preparer.

Please call with any questions on this worksheet.

# **Business/Investment Questions**

		Yes	No
1	Did you receive stock from a stock bonus plan with your employer?		
2	Did you buy or sell any stocks or bonds in 2018 ? If <b>yes</b> , attach broker's information (such as Form 1099-Bs and broker annual statements) related to the transactions.		
3	Did you surrender any U.S. savings bonds during 2018?		
4	Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?		
5	Did you realize a gain or loss on property which was taken from you by destruction, theft, seizure, or condemnation?		
6	Did you start a business, purchase a rental property or farm, or acquire interests in partnerships or S corporations?		
7	Do you have any investments for which you were <b>not</b> personally 'at risk' (other than sole proprietorship or farm)?		
8	Did you own an interest in a Real Estate Mortgage Investment Conduit (REMIC) during 2018 ?		
9	Did you sell property or equipment on installment in 2018?		
10	Did you have any business related educational expenses?		
11	Did you do a 'like-kind' exchange of property in 2018 ?		
12	Deductions for travel and meals may be allowed under certain circumstances. Adequate records must be presented. Information must include: 1 Amount; 2 Time and place; 3 Date; 4 Business purpose; 5 Description of gift(s); and 6 Business relationship of recipient Do you have records to support expenses?		
13	Did you purchase special fuels for non-highway use? If <b>yes</b> , please list the type of use and the number of gallons for each fuel.		

	PERSON	AL INFORMATION				
	ТАХРАҮ	ER		SPO	USE	
Last name						
First name						
Middle initial and suffix	MI S	uffix	MI	_	Suffix	······
Social security number						
Occupation						
Work phone/extension						
Cell phone						
E-mail address						
Driver's License/Id issuing state License /Id number		_				
License/Id issue date		_				
License/Id expiration date						
Birthdate	MM/DD/YYYY		MM/DD/YYYY			
Blind	Yes	No	Yes			No
Contribute to Presidential Election						
Campaign Fund	Yes	No 🔄	Yes			No
Eligible to be claimed as a dependent on another return	Yes	No	Yes			No
Street address						
City	S	tate	ZIP cod	e		
Home phone	F	oreign country				
Fax	F	oreign phone	·····			
Check this box if you a Check this box if your s 4 Head of household If the qualifying person is Child's name	lid not live with spouse at any re eligible to claim spouse's e spouse itemizes deductions a child but not your dependent,  year the spouse died	enter Child's so	ocial security numl	ber	·····	► 🔲
	DEPENDE	ENT INFORMATION				
Full	I Name	Social Security N	lumber **Code	Not qua-	Date of Birth	2018 Child Care Expense
	nitial, last name, suffix)	Relationsh	nip +Months in U.S.	lified credit Other dep	* Not Citizen	2017 Child Care Expense
						Expense
** For the Dependent Code ant when	allouting. Laters days					
<ul> <li>** For the Dependent Code, enter the f</li> <li>+ Enter the number of months dependent</li> </ul>	N = depender O = other dep Q = not a deper child and dep	ndent (but is a person who qualit endent care expenses)	fies your client for the	•		I/or the credit for

\* Check this box if dependent child is not a U.S. citizen or resident alien

## **Interest and Dividend Income**

T = Taxpayer, S = Spouse, J = Joint

#### **INTEREST INCOME**

# Attach all copies of your Form 1099-INTs here.

### \*\*Type of Interest

 $\checkmark$ 

blank = Regular taxable interest ME1 = ME bond interest in federal income MD1 = MD nontaxable interest — taxable federal  $\begin{array}{l} \mathsf{MA1} = \mathsf{MA} \text{ bank interest} \\ \mathsf{NH1} = \mathsf{NH} \text{ nontaxable interest} - \mathsf{taxable federal} \\ \mathsf{NJ1} = \mathsf{NJ} \text{ nontaxable interest} - \mathsf{taxable federal} \end{array}$ 

OK1 = OK bank interest TN1 = TN nontaxable interest — taxable federal WV1 = WV bond interest in federal income

тѕј	X*	Payer Name	2018 Box 1 Interest	Type of Interest**	2018 Box 3 US/Treasury Interest	2018 Box 8 Tax Exempt	State	2017 Box 1 + 3

 $\mathbf{X}^{*}$  Check if you did not receive income from this account in 2018 .

#### **DIVIDEND INCOME**

#### Attach all copies of your Form 1099-DIVs here.

TSJ	<b>X</b> *	Payer Name	2018 Box 1a Ordinary Dividends	2018 Box 1b Qualified Dividends	2018 Box 2a Capital Gains	State	2017 Box 1a + 2a

 $\mathbf{X}^*$  Check if you did not receive income from this account in 2018 .

# **Medical and Tax Expenses**

MEDICAL AND DENTAL EXPENSES	2018	2017
Prescription medications		
Pealth insurance premiums (enter Medicare B on ORG10)		
Exclude premiums paid through an exchange (Form 1095-A)		
Qualified long-term care premiums		
a Taxpayer's gross long-term care premiums		
b Spouse's gross long-term care premiums		
c Dependent's gross long-term care premiums		
Enter self-employed health insurance premiums on ORG19, ORG27, ORG45A, or ORG46A for the appropriate activity		
Insurance reimbursement		
Doctors, dentists, etc		
Hospitals, clinics, etc		
Lab and X-ray fees		
Expenses for qualified long-term care		
Eveglasses and contact lenses		
Medical equipment and supplies		
Miles driven for medical purposes		
Ambulance fees and other medical transportation costs		
Lodging		
d		
TAXES	2018	2017
ter state and local income taxes on ORG7, ORG8, ORG10, and ORG40.		
Real estate taxes paid on principal residence		
<ul> <li>Real estate taxes paid on additional homes or land</li> </ul>		
Auto registration fees based on the value of the vehicle		
• Other personal property taxes		
Other taxes:		

# **Interest Paid and Cash Contributions**

HOME MORTGAGE INTEREST PAID						
Lender's Name	Check if NOT on Form 1098	2018	2017			

# POINTS PAID ON LOAN TO BUY, BUILD, OR IMPROVE MAIN HOME Lender's Name Check if NOT on Form 1098 2018 Image: Image

SELLER FINANCED MORTGAGE				
Individual's Name	ldentifying Number	Address		

OTHER PERSON RECEIVING FORM 1098			
Form 1098 Recipient's Name	Address		

OTHER POINTS							
Enter below any points paid on a home equity loan (other than to improve your main home), a loan for a second home, or a refinanced mortgage.							
Lender's Name Loan Over Points Paid Date of Loan Loan Length 2017 Points Paid (years) Deduct							

QUALIFIED MORTGAGE INSURANCE PREMIUMS					
		2018	2017		
Premiums paid in 2018	for qualified mortage insurance <b>not</b> from Form 1098 import				

# Interest Paid and Cash Contributions (continued)

		INVESTMENT IN	TEREST						
				2018	2017				
Investment interest (for example: margin interest, interest paid on loans used for property held for investment, etc)									
	LIMITE	D HOME MORTGA	GE DEDUCTION						
If the mortgage meets the follow - The principal amount of you n - You had home debt that was n	nortgage and home equ	ity debt is over \$750,0	00 (\$375,000 if marri						
	Loan 1	Loan 2	Loan 3	Loan 4	Loan 5				
1a Interest paid in 2018									
Points paid in 2018									
Months loan outstanding									
Principal pd on loan in 2018 b Was all proceeds of this loar		cubstantially improved	ha hama?						
	Yes: No:	Yes: No:	Yes: No:	Yes: No:	Yes: No:				
2 Home Debt Origination on or	after December 15, 20	)17							
Beginning of year balance									
Additional borrowed in 2018									
Enter the amount of debt no	t used to buy, build, or	substantially improve t	he home:						
<b>3</b> Home Debt Origination after	October 13, 1987 and	Before December 15, 2	017						
Beginning of year balance									
Enter the amount of debt no	used to buy, build, or	substantially improve t	he home:						
4 Grandfathered debt: (before	10/14/1987)								
Beginning of year balance									
Enter the amount of debt no	t used to buy, build, or	substantially improve t	he home:						

CASH CONTRIBUTIONS							
Name of Donee Organization	Check if Statement Exists for Gifts \$250 or More	2018	2017				
Charitable miles driven	Charitable miles driven						
Miles driven to deliver noncash contributions							
Parking fees, tolls, and local transportation							

## **Noncash Contributions**

#### ORG14A

							Copy 1
	Name of Donee Organization			State Exists	eck if ement for Gifts or More	Fair Market Value	Prior Year Fair Market Value
Α							
В				F	┥ ┟		
C D				F	-		
E				F			
F					] [		
G				-	-		
H				-			
	: Complete sections below only if the total non-	cash cont	ributions are <b>r</b>	nore than \$	500.		I
	Description of Donated Property		Туре	9**	Ad	dress of Donee O	rganization
А							
в							
с							
D							
Е							
F							
G							
н							
I							
	Method for Fair		Date of			imns <b>only</b> for each co	
	Market Value*		ntribution	Date A (mont	cquired h, year)	How Acquired***	Your Cost
A							
B C							
D							
E							
F G							
H							
Ι							
	Appraisal Capitalizatio		hods of deter		': sent value		Thrift shop
	Average share Comparative Catalog Consignmen	e sales		Rep	lacement co roduction co	st	mint shop

#### \*\*Type of Donated Property

Household/clothing items Motor vehicle, boat or airplane Art, other than self-created Art, self-created Collectibles

Business equipment Business inventory Stock, publicly traded Stock, other than publicly traded Securities, other than stock

Intellectual property Real property, conservation property Real property, other than conservation Other personal property Other intangible property

\*\*\* How Property was Acquired: Purchase, Gift, Inheritance, Exchange

## **Miscellaneous Itemized Deductions**

MISCELLANEOUS DEDUCTIONS (2% LIMITATION)	2018	2017
Employee Business Expenses		
Note: If you have any travel, transportation, meal expenses or your employer reimbursed you for <b>any</b> of your job-related expenses, complete <b>ORG17</b> for <b>all</b> your employee expenses.		
1 Union and professional dues		
2 Professional subscriptions		
3 Uniforms and protective clothing		
4 Job search costs		
5 Other unreimbursed employee expenses:		
a		
b		
۲۵		
d		
Other Expenses Subject to the 2% Limitation Treat all MACRS assets for this activity as qualified Indian		
reservation property?		
Treat all assets acquired after August 27, 2005 as qualified GO Zone property? Regular Extension No		
Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property?		
Was this property located in a Qualified Disaster Area?		
Check to code assets as Investment Expense		
Use <b>ORG50</b> to record dispositions. Use <b>ORG51A</b> to enter additional assets.		
Use <b>ORG11a</b> for investment expenses related to interest income.		
Use ORG11b for investment interest related to dividend income.		
6 Tax return preparation fees		
7 Investment counsel and advisory fees		
8 Certain attorney and accounting fees		
9 Safe deposit box rental		
10 IRA custodial fees		
11 a Government unemployment benefits repaid in2018	]	
<b>b</b> Other expenses (list):		
OTHER MISCELLANEOUS DEDUCTIONS	2018	2017
12 Federal estate tax paid on income in respect of a decedent		
13 Amortizable bond premiums (acquired before 10/23/86)		
14 Gambling losses (to the extent of gambling income)		
15 Claim repayments		
16 Unrecovered investment in annuity		
17 Ordinary loss attributable to certain debt instruments		

# **State Information Worksheet**

GENERAL INFORMATION			
1 Enter your state of residence	Тахрау		Spouse
1 Enter your state of residence         2 Check the appropriate box if:       Taxpayer         a Full year resident       Image: Comparison of the part year resident         b Part year resident       Image: Comparison of the part year resident         c Nonresident       Image: Comparison of the part year resident		Date of exit:	
3 Resident locality:			
4 County:       School district:       School	district numb	er:	
5 Check if disabled		Taxpayer	Spouse
STATE CREDITS			
6 Description/type of credit (for example, solar energy, carpool)	Code	Amour	nt
a b			
c			
d e			
· · · · · · · · · · · · · · · · · · ·			
VOLUNTARY STATE CONTRIBUTIONS			
7 Description/type of contribution (for example, wildlife, cancer)	Code	Amour	nt
ab			
c			
d e			
e			
MISCELLANEOUS QUESTIONS			
8 Did you file a state return for 2017?			Yes No
9 Do you want state forms and instructions sent to you next year?			
10 Do you want any applicable penalty and interest calculated and added to the return?			
11 How do you want your state refund (if any) applied?         a Refunded         b Apply to 2019 estimates	ply to 2019 ta	axes	
12 Additional state information:			