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## 2020 Tax Organizer

### Income Documents

- W2s (Wages from Employment)
- 1099-Misc (for Self-Employment or Rental Income)
- 1099-R (Retirement Income)
- 1099-INT (Interest Income)
- 1099-DIV (Dividend Income)
- 1099-K (for credit card payments from your customers, your CC company issues this)
- 1099-A or 1099-C (cancellation of debt or property foreclosures)
- 1099-S (sale of real estate)
- SSA (Social Security Income)
- 1099G (Unemployment Income or State Refund)
- K-1 Statements (for income reported from ownership in partnership, trust, or s-corporation) Rental Income (fill out the attached rental worksheet as well)

### Deductions & Credits

- 1098 T (Tuition Statement for College)
- 1098 MTG (Mortgage Interest Paid)
- 1098 E (Student Loan Interest Paid)
- 1095-A, B, C (Health Insurance Marketplace Statement)
- Receipts for all Charitable Donations
- Receipts for Political Contributions

### Additional Documents

- Closing papers for sale or purchase of real estate property
- Copy of prior year tax returns (if you are a new client)

### Did you Make Estimated Tax Payments for 2020? If so:

Date	Federal	State	Other



## Tax Preparation Worksheet

### Personal Data

Taxpayer Name		Spouse Name	
Social Security No		Social Security No	
Date of Birth		Date of Birth	
Phone Number		Phone Number	
Email		Email	
Occupation		Occupation	
Mailing Address		Mailing Address (If Different)	

### Dependents

Name:	Name:	Name:	Name:
SSN:	SSN:	SSN:	SSN:
DOB:	DOB:	DOB:	DOB:
Relationship:	Relationship:	Relationship:	Relationship:

Daycare Name:
Daycare Cost:
Day Care EIN:
Daycare Address:

### Deductions

Student Loan Interest	\$	Cash/Check Charitable Donations	\$	Moving Expenses**	\$
College Tuition/Fees	\$	Non-Cash Charitable Donations*	\$	Political Contributions	\$
Mortgage Interest	\$	Investment Expense	\$	Tax Prep Fees	\$
Property Taxes	\$	Health Insurance Paid	\$	Union Dues	\$
Medical Expenses	\$	HSA Contributions	\$	Miscellaneous	\$

\*Please provide itemized receipts for all non-cash donations made (i.e. Drop offs at Goodwill, etc.)

\*\*If you move more than 50 miles because of a job only



**Direct Deposit Information (or attach a copy of a voided check)**

Name of Bank	
Routing Number	
Account Number	

**Driver's License Information**

ID #: \_\_\_\_\_ Spouse ID #: \_\_\_\_\_ +

Issue Date: \_\_\_\_\_ Spouse Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Spouse Expiration Date: \_\_\_\_\_

State of Issue: \_\_\_\_\_

**Additional Information**

Please list any additional information that may be pertinent to preparing your tax returns.



## Rental Information Worksheet

(Fill one out for each rental property)

Property Address: \_\_\_\_\_

Do you live in the home you rented?

Yes

No

If yes, what percentage of the home did you rent to other? \_\_\_\_\_ %

Original Purchase Price of Home	\$
Cost of Major Improvements to Rental Home	\$
Original Purchase Date of Home	\$
Total Annual Rental Income	\$
Advertising Costs	\$
Cleaning & maintenance	\$
Commissions	\$
Insurance	\$
Management Fees	\$
Mortgage Interest Paid (provide copy of 1098)	\$
Property Taxes Paid	\$
Repairs & maintenance	\$
Supplies	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$

### Additional Information

Please list additional information about your rental that may be pertinent to preparing your tax returns.



## Self-Employment Worksheet

(Or printout of income/expense report)

Business Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Description of Business: \_\_\_\_\_

<b>Total Income</b> (do not include W2 income)	\$
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### Cost of Goods Sold

Inventory Valuation on 1/1/2020	\$
Total Purchases	\$
Inventory Valuation on 12/31/2020	\$

### Expenses

Advertising & promotional (business cards, website, ads, etc.)	\$
Contract Labor (did you issue any 1099s?)	\$
Bank Fees (bank PayPal, merchant services, etc.)	\$
Dues & Subscriptions	\$
Insurance (business liability & workers comp)	\$
Health Insurance	\$
Legal & Professional Services	\$
Office Expenses	\$
Rent or Lease (separate from your home)	\$
Repairs & Maintenance	\$
Supplies	\$
Taxes & Licenses (employer payroll taxes, permits, etc.)	\$
Utilities (separate from your home)	\$
Wages Paid to Employee	\$
Other:	\$
Other:	\$
Other:	\$

### Business Related Travel

Dates	City/State	Meals	Transportation	Lodging	Other
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$



## Self-Employment Worksheet

**Equipment Purchased** (computers, software, furniture, etc. – do not include these amounts in expenses above)

Item Purchased	Date of Purchase	Cost	% use for Business

**Business Use of Home**

Total Square Footage of Home		Square Footage of Office Only	
Rent Paid	\$	Insurance	\$
Utilities Paid	\$	Repairs & Maintenance	\$
Other:	\$	Other:	\$

**Business Use of Vehicle** (please also include your mileage log)

Type of Vehicle: \_\_\_\_\_ Date Placed in Service: \_\_\_\_\_  
 Commuting Miles: \_\_\_\_\_ Business Miles: \_\_\_\_\_

**Other Business Information & Notes:**