

Your Name: \_\_\_\_\_

**“2020 FEDERAL AND STATE INCOME TAX ORGANIZER”**

In order that we prepare the most complete and accurate 2020 Federal and State Income Tax Returns for you, we will be using this Tax Organizer along with the enclosed Checklists and Worksheets at the time of your income tax interview appointment.

**TAX PROFESSIONAL DUE DILIGENCE CHECKLIST:**  
**DO ANY OF THESE APPLY TO THIS CLIENT?**

CHILD TAX CREDIT ( <i>Dependent <b>UNDER</b> 17</i> )	YES	NO
OTHER DEPENDENT ( <i>Dependent <b>17 or OVER</b></i> )	YES	NO
AMERICAN OPPORTUNITY TAX CREDIT	YES	NO
EARNED INCOME TAX CREDIT	YES	NO
HEAD OF HOUSEHOLD	YES	NO
RENTAL: TRADE OR BUSINESS?	YES	NO
HOME MORTGAGE INTEREST	YES	NO
CORONAVIRUS-RELATED DISTRUBUTION	YES	NO

**STEP 1** - See the enclosed Blue Colored “**Client Income Tax Information Sheet**”  DONE  
*Please complete or make corrections and bring to your tax appointment.*

**STEP 2** - See the enclosed Cream Colored “**Engagement Statement**”  DONE  
*We need you to read, sign and date. Please bring to your tax appointment.*

**STEP 3** - See the enclosed Gray Colored “**Consent to Use Tax Return Information**”  DONE  
*We ask that you to read, sign and date. Please bring to your tax appointment.*

**STEP 4** - See the enclosed “**2020 Federal and State Income Tax Checklist**”  DONE  
*Please answer as many of the questions as you are able to on the checklist (front and back)  
Please sign, date and bring to your tax appointment.*

**STEP 5** - During 2020 you should have received the “**Economic Stimulus Payment**”  
*For your tax return, we need to know the amount you received.  
Please enclose the IRS Notice 1444 or enter the amount you received.* \$ \_\_\_\_\_

Do you wish to designate \$3.00 of taxes to go to the Presidential Election Campaign Fund?  Yes  No  
By answering “YES” you will not change your tax owed or your refund.

Your Filing Status: (Please Leave Blank) [Single] [MFJ] [MFS] [H of H] [Qual. Spouse]  
 Dependent of another taxpayer

Total Dependents: (Please Leave Blank)

Preferred method of receiving any refunds?:  
[ ] Applied to 2021  
[ ] Check Sent to Me  
[ ] Direct Deposit

**NOTE:** If Direct Deposit, we may **NEED** a Voided Check or Savings Deposit Slip or we need you to tell us to “Use the Same Account as Last Year”  
[ ] **USE THE SAME ACCOUNT AS LAST YEAR**

**"2020 INCOME"**

**Wages:**

We will need all copies of all W-2 Forms that you received for Wages, Salaries, Tips, and other Employee Compensation received in 2020.

**Interest:**

We will need all Form 1099-INTEREST statements for any interest income from Banks, Savings & Loans, Credit Unions, Insurance Companies, Land Contracts, Personal Loans, etc.  
**\*\*\* Include Tax-Exempt Interest AND Online Bank Accounts \*\*\***

**Dividends:**

We will need all Form 1099-DIVIDEND statements for any dividend income from your investments in Corporate Stocks, Mutual Funds, Employee Stock Ownership Plans, etc.  
**\*\*\* Include Tax-Exempt Dividends AND Online Bank Accounts \*\*\***

**Taxable State Income Tax Refunds:**

**(Please Leave Blank)** \$ \_\_\_\_\_

**Unemployment Compensation:**

We will need Form 1099-G for any Unemployment Compensation you received in 2020.

**(Please Leave Blank)** \$ \_\_\_\_\_

**Social Security Benefits:**

We will need Form SSA-1099 for any Social Security Benefits you received in 2020.

**(Please Leave Blank)** \$ \_\_\_\_\_

**During 2020:** Did you receive ANY Other Income or (Loss)  Yes  No  
or ANY Non-Taxable Income such as:

*If "YES", Please add complete details on a separate sheet of paper  
Please remember: ALL INCOME IS TAXABLE UNLESS SPECIFICALLY EXCLUDED*

Business Income or (Loss)

Rental Income or (Loss)

Farm Income or (Loss)

Partnership or S-Corp K-1

Estates and/or Trust K-1

Sale of Stocks, Bonds, Mutual Funds, Etc.

Sale of Personal Residence

Director or Executor Fees

Allocated or Unreported Tips

Alimony

Cash for Services / Side Jobs

Other \_\_\_\_\_

Distribution from a 401(k) / 403(b) / 457 Plan

Distribution from a Profit-Sharing Plan

Distribution from an IRA

Pensions and/or Annuities

Value of Bartered Service

Prizes / Awards / Rewards

Gambling or Lottery

Hobby Income or Royalties

Jury Duty

Workers Compensation

Child Support

VA Benefits

**“2020 ADJUSTMENTS, DEDUCTIONS, AND CREDITS”**

During 2020, did you have ANY activity in ANY IRA accounts including any IRA Contributions, IRA Transfers, IRA Direct Rollovers, IRA Distributions, Roth IRA Conversions, etc.?

Yes     No

If you made a withdrawal from an Individual Retirement Account, a Qualified Retirement Plan, an Employee Stock Ownership Plan, a Profit-Sharing Plan, an Annuity, or any other type of retirement account prior to age 59-1/2, you MAY be subject to a 10% Penalty Tax on the Taxable Amount of the Withdrawal.

\$ \_\_\_\_\_

During 2020:                      Did you pay **ANY**:

Yes     No

- Interest Penalty on Early Withdrawal of Savings
- Self-Employed Retirement Plan Contributions
- Self-Employed Health Insurance Premiums
- Health Savings Account Contributions

- CASH Charitable Contributions
- Qualified Educator Expenses
- Student Loan Interest
- Alimony

**Standard Deduction or Itemized Deductions**

**For 2020**, the "Standard Deduction" is \$24,800 on a Married Joint Return, \$18,650 on a Head of Household Return and \$12,400 if you are Single.

If you are 65 or older or blind there is an additional deduction per person of:  
*\$1,300 for MFJ filers and \$1,650 for Single or HOH filers.*

***We will check all returns to figure if the Standard Deduction or Itemized Deductions will best benefit you.  
 (Worksheet Available on our website: [www.alttax.net](http://www.alttax.net))***

During 2020, did you pay any expenses for Child or Dependent Care in order to work, look for work, or attend school full-time?  
 If "YES", we will need the Name, Address, ID Number and Amount Paid.

Yes     No

**EARNED INCOME CREDIT**

If you received income from wages or salaries AND if you had total income of less than \$56,844 in 2020, you **MAY** qualify for the Federal "Earned Income Credit" of up to \$6,660 and the Wisconsin "Earned Income Credit" of up to \$2,264. *We will check all returns for the Earned Income Credit.*

**CHILD TAX CREDIT**

If you have a dependent child **under age 17** at the end of 2020, you may qualify for the Child Tax Credit of up to \$2,000 for each qualifying child.

*To meet IRS Due Diligence Requirements, we will be asking you questions to verify your eligibility for claiming the Child Tax Credit.*

**OTHER DEPENDENT TAX CREDIT**

If you have a dependent **age 17 or over** at the end of 2020, you may qualify for the Other Dependent Tax Credit of up to \$500 for each qualifying dependent.

*To meet IRS Due Diligence Requirements, we will be asking you questions to verify your eligibility for claiming the Other Dependent Tax Credit.*

**EDUCATION TAX CREDITS OR DEDUCTIONS**

During 2020, did you pay **ANY** tuition or related education expenses for yourself, your spouse, or dependents to attend any post-secondary institution? If "YES", you may be able to take a Deduction or Credit for those expenses. Please be sure to bring your Form 1098-T from the educational institution, the student's full "Billing Account Activity Statement" and amounts paid for course materials.

Yes     No

Other Federal Taxes or Credits: **(Please Leave Blank)**

**Total Federal Estimated Taxes Paid**

**Self Employment Taxes**

**Foreign Tax Credit**

**Qualified Business Income Deduction**

\$ \_\_\_\_\_

**Uncollected Tax**

**"2020 WISCONSIN INCOME TAX INFORMATION"**

Did you live within the "City Limits" of the City of Janesville?  Yes  No

Wisconsin School District Number **(Please Leave Blank)** \_\_\_\_\_

**"MODIFICATIONS TO FEDERAL INCOME TO ARRIVE AT WISCONSIN INCOME"**

Capital Losses	State Tax Refunds	Capital Gains
Municipal Bond Interest	Unemployment Compensation	U.S. Government Interest
Schedule I Adjustments	Social Security	Federal Retirement Benefits
Tuition Expenses	Medical Care Insurance Premiums	Military Retirement Benefits
EdVest / Tomorrow's Scholar	Long Term Care Premiums	WI State Teachers Retirement
Private School Tuition	Child and Dependent Care Expenses	Railroad Retirement Benefits

"Itemized Deduction" Tax Credit **(Please Leave Blank)** \_\_\_\_\_ "Married Couple" Tax Credit: \_\_\_\_\_

Total Internet, mail order or other out of state purchases on which sales tax was not paid. \$ \_\_\_\_\_ X                      (County Rate) = Total amount of sales tax due \$ \_\_\_\_\_

During 2020, did you pay any rent for living quarters which were used as your "Primary" Residence?  Yes  No  
If "YES", enter the amount of rent paid in 2020: \$ \_\_\_\_\_

Who paid for the Heat: You Did \_\_\_\_\_ Your Landlord Did \_\_\_\_\_

During 2020, did you pay any Real Estate Tax on your "Principal Residence"?  Yes  No  
If "YES", enter the amount of Real Estate Tax **PAID** on **HOME** in 2020: \$ \_\_\_\_\_  
**(Do not include garbage pick-up or other charges)**

During 2020, were you age 18 or older, not claimed as a dependent on anyone else's tax return, pay rent or property tax, AND have total income from all sources of less than \$24,680?  Yes  No

If "YES", you MAY qualify for the Wisconsin "Homestead" Tax Credit. If you qualify, we would need a copy of your 2020 property tax bill (due in 2021) or a "Rent Certificate" from your landlord.

Wisconsin Farmland Preservation Credit \_\_\_\_\_ Wisconsin Earned Income Credit \_\_\_\_\_

Wisconsin Penalties on Retirement Plans \_\_\_\_\_ Total WI Estimated Tax Paid \_\_\_\_\_