Taxaway Tax Organizer

Unlike some other tax organizers, I consider it unnecessary for the client to fill in every detail from the source documents.
I'll enter the data directly from those documents in the course of exercising due diligence during tax preparation.

Instructions:

This organizer can be used to drop off your information or to bring to your tax appointment.
Use it as a guideline and memory refresher to collect tax-related information. Use additional blank pages as needed.

Name(s):	
Mailing Address:	
Contact phone #:	
Email address if preferred:	

New Clients, include previous year's tax return, both Federal and State.

Personal Information:

New Clients:

Primary Taxpayer Name:	
Social Security Number:	
Date of Birth:	
Occupation:	

Secondary Taxpayer (spouse) Name:	
Social Security Number:	
Date of Birth:	
Occupation:	

	Name	SSN	DOB
Dependent(s):			
(list relationship if not direct child)			

Prior Clients : just include changes in personal information, ie, address, dependents, filing status, occupations.

	Provider:	Daycare Expenses:
Daycare Expenses: List provider name, address, EIN/SSN, and for which children care was provided. (prior clients include info if changed)		

	Instituiton:	Tuition and Fees:
Post-Secondary Tuition Expenses: Include 1098-T statements if applicable, list tuition and scholarship information for each taxpayer/dependent. (room and board not deductible)		

	Rent:
Renters, enter amount paid: (Homeowners, see next section)	

	Insurance carrier:
Health care coverage: MA residents, include 1099-HC (if govt-sponsored, 1099 not required)	

Indicate any other tax-related personal information and questions:

[Next: Income Documents Section]

INCOME DOCUMENTS SECTION

Include tax documents/statements when applicable

Income Documents:

Wages	List each employer	
W-2		
Bank Interest	List each issuer	
1099-INT, 1099-OID	List grand total for banks when no statement issued (under $10 interest)	
Brokerage Income	List each brokerage company	
1099-DIV, 1099-B		
Self-employment	List each issuer	
1099-MISC	For self-employment w/out 1099s, list total	
Retirement income	List each issuer	
1099-R, 1099-SS		
Other income	List each issuer	
	W-2G: gambling/lottery winnings	
	1099-G: unemployment/state refund	
	1099-C: cancellation of debt	

Income situations usually without reporting statements:

Self-employed: use employee expense section as guideline

Rental owners: list of rental income and expenses

For depreciation: purchase cost/date placed in service if newly rented, also any purchased appliances and major improvements

[Next: Deductions and Expenses Section]

DEDUCTIONS AND EXPENSES SECTION

Adjustments:

1098-E: Student loan interest

Moving expenses (job-related > 50 miles): provide details in blank area

Teacher K-12 classroom supplies

Traditional IRA contributions

Taxpayer:

Spouse:

Itemized Deductions:

Homeowners: 1098 mortgage statement(s)

Lender(s):

Real estate tax payments if not from escrow

(New home: include settlement statement)

Payments in calendar year:

Car excise tax

Vehicle, amount paid:

Charitable contributions, cash or check

(can summarize grand total)

Organizations/Amount:

Charitable contributions, noncash

(if over $500 FMV, need name and address,

date given, date of purchase, original cost)

('various' purchase dates acceptable)

Organizations/Amount:

State estimated tax payments (if applicable)	
list State/amounts and dates paid	

Medical Expenses: (must exceed 7.5% AGI)

health insurance premiums:	
long-term care premiums:	
copays for office visits:	
deductibles and out-of-pocket:	
prescriptions:	
eye doctor, glasses, contacts, solution:	
dental expenses:	
doctor (MD, mental health, etc.):	
taxi, parking:	
mileage:	
other medical:	

Employee/	Job Expenses:	
Self-employed	Office supplies (paper, ink, stationery, etc.):	
(if both, indicate to	union or professional dues:	
which it applies)	professional licenses/fees:	
	professional journals, subscriptions:	
	tools, uniforms (not dress clothes):	
	tax preparation/software cost:	
	safety deposit box:	
	investment advisory fees:	
	job search (in <u>same</u> profession)	
	employment counselor:	
	resume workshop/interview coaching:	
	travel costs to interviews:	
	other job search costs:	
	work-related education:	
	business cell phone: (if cell is also personal use, only cost above normal monthly fee)	
	business gifts: limited to $25/person	
	business meals w/ clients:	
	entertainment expenses w/ clients:	
	business travel	
	hotel/lodging:	
	meals:	
	conferences:	
	air/taxi/train:	
	list other "away" expenses:	
	equipment expenses (ie, computer) (cost, date purchased, % business):	
	business use of car:	
	(see "Tax Time" guideline for required details)	
	home office: (see ”Tax Time” guideline for required details, use additional space below)	
	list other business-related expenses:	

List any other expenses and specific situations/questions:

While this tax organizer may be comprehensive, it is not a substitute for an in-office interview, particularly for new clients or if a prior client's tax situation has changed.