

# Taxaway Tax Organizer

Unlike some 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 when dropping off or uploading your tax documents, or bringing to our appointment. You can also use it just as a guideline and to refresh your memory as to what documents you need to get.

Name(s):

--

Mailing Address:

--

Contact phone #:

--

Email address if available:

--

New Clients, include previous year's tax return, both Federal and State.  
*Preferable method is to upload a pdf copy (contact me for procedures)*

## 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:

--

Dependent(s):

(list relationship if not direct child)

Name	SSN	DOB

*Prior Clients:* update only if any changes in personal information, ie, address, dependents, filing status, occupations.

**Daycare/After School Expenses:**

List provider name, address, EIN/SSN, and for which children care was provided. (prior clients update if any changes)

*Provide information even if paid out of a dependent care benefit plan.*

Provider:	Amount Paid:

**Post-Secondary Tuition Expenses:**

Include 1098-T form which is required (ie, similar to providing a W2).

*(room and board not deductible)*

Institution:	Tuition and Fees:

MA renters, enter amount paid:

(Homeowners, see Deductions section)

Rent:

Health care coverage:

Insurance carrier(s):

Include the 1095-B/C form from employer if available  
Coverage via Health Connector: include the 1095-A form

MA residents, please include 1099-HC  
(MassHealth/Medicare, 1099 not required)

MA filers: fast lane tolls/prepaid T passes:  
(if expenses per person >\$150)

Totals per taxpayer:

Indicate any other tax-related personal information and questions:

**INCOME DOCUMENTS SECTION**

**Include tax documents/statements when applicable**

Income Documents:

<b>Wages</b>	List each employer	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>			
W-2					

<b>Bank Interest</b>	List each issuer	<table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>		
1099-INT, 1099-OID	Or list grand total for 'all banks' if no statements were issued (ie, each under \$10 interest but you added them up)			

<b>Brokerage Income</b>	List each brokerage company	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>			
1099-DIV, 1099-B					

<b>Self-employment</b>	List each issuer	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				
1099-NEC	For self-employment w/out 1099s, list grand total					

<b>Retirement income</b>	List each issuer	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				
1099-R, 1099-SS						

<b>Other income</b>	List each issuer	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				
	W-2G: gambling/lottery winnings					
	1099-G: unemployment/state refund					
	1099-C: cancellation of debt					
	1099-MISC: other forms of income					

**Income situations usually without reporting statements:**

Rental owners/Self-employed taxpayers, see applicable sections

[Next: Deductions and Expenses Section]

**DEDUCTIONS AND EXPENSES SECTION**

**Adjustments:**

1098-E: Student loan interest <i>(indicate grad/undergrad)</i>	<input type="text"/>
Teacher K-12 classroom supplies	<input type="text"/>
Traditional IRA / Roth contributions <i>(indicate type)</i>	
Taxpayer:	<input type="text"/>
Spouse:	<input type="text"/>
Self-employed (SEP-IRA/Keogh/Solo 401k):	<i>will discuss</i>

**Itemized Deductions:**

Homeowners: 1098 mortgage statement(s)	Lender(s): <input type="text"/>
--	------------------------------------

*(include interest on line of credit/equity only if used for home improvements)*

Real estate tax payments (if not from escrow) <i>(Purchase: include settlement sheet pages 1-2)</i> <i>(Refi: did you pay points?)</i>	Payments made in calendar year: <input type="text"/>
--	---

Car excise tax	Vehicle, amount paid: <input type="text"/>
----------------	---

Charitable contributions, cash/check/cc <i>(can summarize as 'various')</i>	Organizations / Amount: <input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Charitable contributions, noncash <i>(if total over \$500 FMV, need name/address, date given, date of purchase, original cost)</i>  <i>('various' purchase dates acceptable)</i> <i>(estimated original cost acceptable)</i>	Organizations / FMV Amount: <input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>



**Only if Self-employed**

*2017 Tax Cut and Jobs Act eliminated employee business deductions*

**Job Expenses:**

Office supplies (paper, toner, stationery, etc.):

professional memberships and dues:

professional journals, subscriptions:

professional licenses/fees:

health insurance (if not covered by another plan):

tax preparation/software cost:

bank fees:

job opportunity expenses (in same profession)

    training/workshops, etc.:

    travel costs to meetings:

    other job search costs:

business-related education:

business cell phone:

*(if cell is also personal use, only business %)*

business gifts: limited to \$25/person

business meals w/ clients:

*most entertainment expenses eliminated as of 2018*

*next deduction if you have employees*

    entertainment and meals (ie, holiday parties):

business travel

    meals:

    hotel, conferences, etc:

    air/taxi/train:

    list other "away" expenses:

major equipment/technology (ie, computer) expenses

    (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:





--

Rental Owners

rental income:

rental expenses:

*Include mortgage 1098-form(s)*

real estate tax (if paid directly):

condo fees or water/sewer:

homeowner's insurance:

landscaping (lawn and snow removal):

repairs and maintenance:

*(not appliances/structural improvements, see next)*

Depreciation (Method of recovering expenses  
*of appliances and major home improvements)*

purchase cost/date placed in service:

Various other expenses:

*(pest control, boiler policies, advertising, etc.)*

*New clients and clients w/ first-year rental activity will require further discussions*



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.