Trenda Hackett, CPA

TAX ORGANIZER AND DEDUCTION FINDER

Client Satisfaction is Our Top Priority

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TAX ORGANIZER AND DEDUCTION FINDER 2018

Items you will need to have tax return prepared:

1. **2 forms of I.D. – One must be a picture I.D.**
2. **Copies of W-2(s) and 1099 forms received and any other records of income, deductions and credits**
3. **Social Security cards and birth certificate for all dependents claimed on the return**

TAXPAYER'S FIRST NAME	M.I.	LAST NAME	SOCIAL SECURITY NO.	DATE OF BIRTH
SPOUSE'S FIRST NAME	M.I.	LAST NAME	SOCIAL SECURITY NO.	DATE OF BIRTH

PRESENT MAILING ADDRESS	CITY	STATE	ZIP CODE

FILING STATUS: CHECK ONE

☐ SINGLE ☐ MARRIED FILING SEPARATE ☐ HEAD OF HOUSEHOLD
☐ MARRIED FILING JOINT ☐ WIDOW(ER) WITH DEPENDENT CHILD: Date of spouse's death: ______________

DEPENDENTS: (AVOID DELAYS –Enter information exactly as shown on social security card. Be sure give correct date of birth)

FIRST NAME	LAST NAME	Date of Birth	Social Security Number	Relationship	Mos. In Home	Dependent Disabled (Yes or No)	No. Months Healthcare Coverage 2018	Healthcare provided by: (Job, CHIP, Medicaid, Marketplace, Military, etc)

EMAIL ADDRESS: ____(Receive tax status via email or text)

TAXPAYER'S OCCUPATION__________________ Phone Number: (H) _____________ (W) ___________ (C) ___________

SPOUSE'S OCCUPATION _____________________ Phone Number: (H) _____________ (W) ___________ (C) ___________

ARE YOU LEGALLY BLIND? ☐ YES ☐ NO ARE YOU PERMANENTLY AND TOTALLY DISABLED? ☐YES ☐NO

IS YOUR SPOUSE LEGALLY BLIND? ☐YES ☐NO IS YOUR SPOUSE PERMANENTLY AND TOTALLY DISABLED?☐YES ☐NO

IS THIS TAX RETURN BEING FILED FOR A DECEASED TAXPAYER? ☐YES ☐NO If yes, enter the date of death ____________

DO YOU WANT US TO FILE YOUR STATE TAX RETURN? ☐ YES ☐ NO If yes, indicate state ________________________

DO YOU WANT DIRECT DEPOSIT? _____IF SO, YOU MUST PROVIDE A VOIDED CHECK OR A SAVINGS ACCOUNT NO. AND A 9 DIGIT ROUTING TRANSIT NO.

I declare that I have provided the information on the front and back of this sheet, and to the best of my knowledge; it is true, correct, and complete. I have submitted my Federal Income Tax return to be electronically transmitted to the IRS Service Center. I understand that my return will be filed under the regular "paper" procedures if it is not accepted for transmission by the IRS.

Your Signature _______________________ Date __________ Spouse Signature _______________________ Date __________

TAX ORGANIZER AND DEDUCTION FINDER 2018

Check Yes or No to all questions below

☐YES☐NO 1. Can someone else claim you (or your spouse) as a dependent on their tax return?
☐YES☐NO 2. Have you ever been denied Earned Income Credit by IRS in past years?

During 2018 did you (or your spouse if filing a joint return):

☐YES☐NO 3. Buy a brand new vehicle? If yes, date of purchase __________ (Provide a copy of the Bill of Sale)
☐YES☐NO 4. Buy a new home? If yes, enter the closing date _____________ (Provide a copy of the Closing Statement)
☐YES☐NO 5. Have a foreclosure or did the bank cancel any part of your loan?
☐YES☐NO 6. Entered a settlement with credit card your company to pay off debt at a lesser amount than owed?
☐YES☐NO 7. Purchase and install energy efficient home items? (such as windows, furnace, insulation, energy appliances etc.)
☐YES☐NO 8. Pay college tuition for yourself, your spouse or your dependents? If yes, attach Form 1098-T.
☐YES☐NO 9. Have any student loans or paid interest on any student loans?
☐YES☐NO 10. Qualify for Earned Income Credit. If yes, please complete the EIC Eligibility Checklist and sign and attach.
☐YES☐NO 11. Have healthcare coverage? If so, number of months in 2018______ Number of months for Spouse: _______
How coverage provided: ☐ Job ☐Medicaid ☐CHIP ☐Marketplace ☐Military ☐ Other: ____________ ___

Income - In 2018 did you (or your spouse if filing a joint return) receive:

☐YES☐NO 11. Wages or Salary (Attach Form W-2)
☐YES☐NO 12. Tip Income
☐YES☐NO 13. Scholarships
☐YES☐NO 14. Interest/Dividends from checking or savings accounts, bonds, CDs, brokerage, etc. (Attach 1099-INT/1099-DIV)
☐YES☐NO 15. State Tax Refund: If yes, did you itemize your deductions on your 2016 tax return? State Refund Amt _______
☐YES☐NO 16. Self-Employment Income (contract labor, small business, hobby etc.)? Form 1099-MISC & your own records
☐YES☐NO 17. Alimony Income, Enter amount: ________________
☐YES☐NO 18. Proceeds from the Sale of Stocks/ Bonds (Form 1099-B and Sale of Real Estate (Form 1099S) (including your home)
☐YES☐NO 19. Proceeds from Sale of Business Assets and Property
☐YES☐NO 20. Disability Income
☐YES☐NO 21. Pensions, Annuities, and/or IRA Distributions (Form 1099-R)
☐YES☐NO 22. Social Security or Railroad Retirement Benefits (Form SSA-1099)
☐YES☐NO 23. Income from Rental Property (from your records)
☐YES☐NO 24. Income from Farming (from your records)
☐YES☐NO 25. Income from Partnership/ S-Corporation/ Estates/Trusts (Attach Schedule K-1)
☐YES☐NO 26. Unemployment Benefits (Form 1099-G)
☐YES☐NO 27. Gambling Winnings (Form W-2G)
☐YES☐NO 28. Other Income: (lottery, prizes, awards, jury duty, settlements, etc. Specify: ______________________________

Expenses - In 2018 did you (or your spouse if filing a joint return) pay:

☐YES☐NO 29. Alimony: If yes, do you have the recipients SSN? Enter the recipients SSN: ____________________________
☐YES☐NO 30. Contributions to IRA, 401K, or other retirement account, including employer retirement account
☐YES☐NO 31. Educational expenses such as a computer, books, internet service etc.
☐YES☐NO 32. Classroom supplies, if you are a teacher
☐YES☐NO 33. Expenses for your non-farm business, if self-employed (attach information from your records)
☐YES☐NO 34. Expenses related to your rental property (attach information from your records)
☐YES☐NO 35. Expenses related to your farm business (attach information from your records)
☐YES☐NO 36. Expenses related to the business use of your home (Complete Business Use of Home Info Sheet and attach)
☐YES☐NO 37. Unreimbursed expenses related to your job from which you received a W-2(attach information from your records)
☐YES☐NO 38. Medical expenses (attach information from your records)
☐YES☐NO 39. Home Mortgage Interest (Attach Form 1098)
☐YES☐NO 40. Real estate taxes on your home (Attach Form 1098 or propoerty tax statement)
☐YES☐NO 41. Charitable Contributions (attach information from your records)
☐YES☐NO 42. Child and dependent care expenses (Attach statement from Day Care or Dependent Care Provider)
☐YES☐NO 43. Other Expenses that you are not sure about (Ask your CPA)
☐YES☐NO 44. Job-related moving expenses (attach information from your records)

I declare that I have provided the information on the front and back of this sheet, and to the best of my knowledge; it is true, correct, and complete. I have submitted my Federal Income Tax return to be electronically transmitted to the IRS Service Center. I understand that my return will be filed under the regular "paper" procedures if it is not accepted for transmission by the IRS.

Your Signature _______________________ Date _________ Spouse Signature_______________________ Date ________

2018 Earned Income Credit Eligibility Checklist

(Complete to determine if you qualify for Earned Income Credit)

You may claim the EIC if you answer "Yes" to all the following questions.*	Yes	No
1. Is your AGI less than: • $49,194($54,884 married filing joint) with 3 or more qualifying children, (Max EIC: $6,413 for 3 or more) • $45,802($51,492 married filing joint) with 2 qualifying children, (Max amount of EIC: $5,716 for 2) • $40,320($46,010 married filing joint) with 1 qualifying child, or (Max amount of EIC: $3,461 for 1) • $15,270($20,950 married filing joint) with no qualifying child? (Max amount of EIC: $ 519 for 0)		
2. Do you, your spouse, and your qualifying child each have a valid SSN?		
3. Is your filing status married filing jointly, head of household, qualifying widow(er), or Single?		
4. Answer "Yes" if you are not filing Form 2555 or Form 2555-EZ. Otherwise, answer "No." Caution: If you or your spouse is a nonresident alien, answer "Yes" only if your filing status is married filing jointly.		
5. Is your investment income $3,500 or less? (includes Interest, Dividend income and etc)		
6. Is your total earned income at least $1 but less than: • $49,194($54,884 married filing joint) with 3 or more qualifying children • $45,802($51,492 married filing joint) with 2 qualifying children, • $40,320($46,010 married filing joint) with 1 qualifying child, or • $15,270($20,950 married filing joint) with no qualifying child?		
7. Answer "Yes" if you (and your spouse if filing a joint return) are not a qualifying child of another person. Otherwise, answer "No."		
STOP: If you have a qualifying child, answer questions 8 and 9 and skip 10 – 12. If you do not have a qualifying child, skip questions 8 and 9 and answer 10 – 12.*		
8. Does your child meet the age, residency, and relationship tests for a qualifying child?		
9. Is your child a qualifying child only for you? Answer "Yes" if your qualifying child also meets the tests to be a qualifying child of another person, but the other person is not claiming any child-related tax benefits using that child. Answer "No" if you do not know whether the other person is claiming any child-related tax benefits using that child.		
10. Were you (or your spouse if filing a joint return) at least age 25 but under age 65 at the end of 2018?		
11. Answer "Yes" if you (and your spouse if filing a joint return) cannot be claimed as a dependent on anyone else's return. Answer "No" if you (or your spouse if filing a joint return) can be claimed as a dependent on someone else's return.		
12. Was your main home (and your spouse's if filing a joint return) in the United States for more than half the year?		

***PERSONS WITH A QUALIFYING CHILD**:

- If you answered "Yes" to questions 1 through 9, you can claim the EIC. Remember to fill out Schedule EIC and attach it to your Form 1040 or Form 1040A. You cannot use Form 1040EZ.
- If you answered "Yes" to questions 1 through 8 and "No" to question 9, see Rule 9 to help you determine whether you can claim the EIC.

If you answered "Yes" to questions 1 through 7 and "No" to question 8, answer questions 10 through 12 to see if you can claim the EIC without a qualifying child.

PERSONS WITHOUT A QUALIFYING CHILD: If you answered "Yes" to questions 1 through 7, and 10 through 12, you can claim the EIC.

If you answered "No" to any question that applies to you: You **cannot** claim the EIC.

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Signature ______________________________ Date ___________ Spouse Signature _______________________ Date__________

Business Use of Home Information

Do you use any part of your home regularly and exclusively for business? ☐YES ☐NO

Describe work/business activities done in home	
Describe work/business activities done outside home	
Enter the total square footage of your home	
Enter the square footage of area used for business	

Expenses for Business Use of Home:

	Direct Costs (benefit only business portion of home)	**Indirect Costs** (benefit entire home including business area)
Home Insurance		
Repairs and Maintenance		
Utilities		
Rent		
Security		
Other:		
Enter the total cost of your home:		
Enter the date you started using your home for business		

Additional Information

Please elaborate on any information listed above and provide any other information that we should be aware of to properly and accurately prepare your tax return. Also include any additional questions you may have.

2018 Tax Preparation Checklist

Personal Data

- ☐ Photocopy of Social Security cards for self and others (including spouse and/or other dependents). Repeat customers only provide copy if dependents have changed from the previous year.
- ☐ Photocopy of birth certificate for all dependents (Repeat customers only provide copy if dependents have changed)
- ☐ Photocopy of drivers license
- ☐ Childcare providers: Name, address and Tax ID or Social Security number
- ☐ If you are new client, please provide a copy of your last tax return filed.
- ☐ Proof of insurance coverage for yourself and all dependents (Form 1095-A, Form 1095-B, Form 1095-C)

Employment and Income

- ☐ W2 forms for the filing year
- ☐ Unemployment compensation: Form 1099-G
- ☐ Miscellaneous income including rent received: Form 1099-MISC
- ☐ Partnership, S Corporation and Trust income: Schedule K-1
- ☐ Pensions and Annuities: Form 1099-R
- ☐ Social Security Benefits: Form SSA-1099
- ☐ Railroad Retirement Benefits: Form RRB-1099
- ☐ Alimony received
- ☐ Jury duty pay
- ☐ Gambling and lottery winnings: Form W-2G
- ☐ Prizes and awards
- ☐ State and local income tax refunds: Form 1099-G
- ☐ Interest income statements: Form 1099-INT and 1099-OID
- ☐ Dividend income statements: Form 1099-DIV
- ☐ Proceeds from stock transactions: Form 1099-B
- ☐ Retirement plan distribution: Form 1099-R

Homeowner/Renter

- ☐ Residential address(es)
- ☐ Mortgage interest paid: Form 1098
- ☐ Sale of home or other real estate: Form 1099-S plus all records related to improvements or other expenses that may be taxable or reportable
- ☐ Second Mortgage interest paid
- ☐ Home Equity Line/Loan interest paid
- ☐ Real Estate taxes paid
- ☐ Moving expenses if related to work

Self-employed (SE) information

- ☐ Business income: Form 1099-MISC and/or own records (copies of invoices, checks received, merchant card processing statements etc.)
- ☐ Partnership SE income: Schedule K-1
- ☐ Business related expenses: Receipts, invoices, bank records and other documents
- ☐ Farm related expenses: Receipts, invoices, bank records and other documents
- ☐ Employment taxes and other business taxes paid: Payment records
- ☐ Retirement contributions
- ☐ Expenses for the business use of your home

2018 Tax Preparation Checklist (cont.)

Expenses

- Gifts to charity (a qualified written statement from the charity is required for any single donations over $250)
- Unreimbursed expenses related to your job (e.g. uniforms, union dues, travel expenses and subscriptions)
- Unreimbursed expenses related to volunteer work
- Job seeking expenses
- Continuing education (job related)
- Investment expenses
- Medical savings accounts
- Adoption and/or childcare expenses
- Alimony paid: Social Security number
- Tax return preparation fees and expenses
- IRA/Keogh/401k and other retirement plan contributions
- Medical expenses: full documentation is required
- Casualty or theft loss: full records are required
- Student loan interest paid
- Auto loans and leases if the car is used for business (you will need to prove usage)
- Early withdrawal penalties on CDs and other time deposits

Other

- Any correspondence or letters you have received from IRS.
- Any other tax documents you have received that are not listed above.