

TAX ORGANIZER

Client Name # SS # _____

INCOME SUMMARY

Forms	Details	Please mark if a Copy is enclosed	How Many?
W-2	W-2 / Salary Income		
1099-Misc	Non-Employee Compensation		
1099-Int	Interest Income		
1099-Div	Dividend Income		
1099-B	Sale of Stocks / Mutual Funds		
SSA-1099	Social Security Income		
	Disability Income		
P&L Statement	Self Employment Income		
1099-R	IRA / Pension Withdrawals / Rollovers		
1099-Misc	Rent Income – Property-1		
1099-Misc	Rent Income – Property-2		
1099-Misc	Rent Income – Property-3		
1099-Misc	Rent Income – Property-4		
Closing Statement	Sale of Home or Investment Property		
K-1	S Corp, LLC and Partnership Income / Loss		
1099-Misc	Royalty Income Received		
1099-G	State / City Income Tax Refunds		
	Unemployment Compensation Received		
1099-Misc	Gambling Income, Hobby Income, Other Income		

FYI Please note that Gambling and Hobby deductions are limited to the amount of Income Generated.

PLEASE UPDATE CONTACT INFO, IF NECESSARY

These are standard forms. Please fill all that is applicable to you.

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TAX ORGANIZER
DEDUCTIONS SUMMARY

Forms	Details	Please mark if Copy enclosed	How Many?		
A	OWN HOME?				
1098	Mortgage Interest Paid - Primary Residence				
1098	Mortgage Interest Paid - 2nd Home				
1098	Real Estate Taxes Paid - Primary Residence				
1098	Real Estate Taxes Paid - 2nd Home				
1098	Points Paid this year				
1098	Home Equity Loan Interest Paid				
Do you rent out a part of your home? If so, include info on Pg 1 & 6					
Do you use a part of your home exclusively for business purposes? Please provide % of sq foot used for the same.					
FYI Did you know that capital gain of up to \$ 500,000 could be tax exempt on sale of your home?					
B	ANY CHANGE IN FAMILY SIZE OR DEPENDENTS?	YES / NO			
	Name SS# Date of Birth	Relationship			
 C ESTIMATED ADVANCE TAX PAYMENTS - DATES AND AMOUNTS					
	Date Paid	Check #	Federal	NY State	NJ State
1					
2					
3					
4					
5					
6					
7					
8					

TAX ORGANIZER

DEDUCTIONS SUMMARY

Details		Please mark if backup is enclosed	Amount
D	Medical Expenses		
	Health Insurance Paid		
	Doctor's Fees Paid / Co-Pay Amounts		
	Prescription Drugs Purchased		
	Hospitalization and Nursing Home Care		
	Travel & Other Medical Related Expenses		
	LONG TERM MEDICAL INSURANCE		
FYI Medical expenses are deductible as itemized deduction only when they exceed 7.5% of Gross Income			
E Other Deductions			
1	Un-reimbursed job related expenses		
2	Union & Professional Dues		
3	Professional subscriptions		
4	Uniform / Protective Clothing		
5	Job Search Costs		
6	Investment Expenses / Interest Expense		
7	Tax preparation Fees and Expenses		
8	Safe deposit box rental fees		
9	Internet Use - job related		
10	IRA Custodial Fees		
11	Educator's Exp - Museums, Visits & Historic Sites		
12	Gambling Expenses		
13	Continuing Professional Education Expenses		
14	Educator's Expenses - Stationery, Printing		
FYI Points paid at the time of purchase of a home are deductible in full in the first year. Points paid at the time of refinancing are amortized over the life of the new loan.			

TAX ORGANIZER

DEDUCTIONS SUMMARY

	Details		Please mark if backup is enclosed	Amount
F Charitable contributions				
	Name of the Charity	Check #	Value of the Items Donated	Amount
1				
2				
3				
4				
5				

FYI You cannot deduct payments made to Charity for which you received services or products. For example, summer camp run by your religious organization, if your children attended the camps.

G Other Information

	Details	Backup Attached?	Amount
1	Child & dependent Care Expenses		
2	Student College Education Expenses		
3	Student Loan Interest Amount		
4	SEP / IRA / Keogh Contributions made for the year		
5	Rent paid for the primary residence – for NJ Rebate Purposes only		
6	Non Deductible IRA / ROTH IRA Contributions for the year		
Need Name, Address and Tax ID of the Recipient and the Amount Paid			

TAX ORGANIZER
BUSINESS EXPENSE SUMMARY

Expense Details	Amount
Advertising Expense	
Auto / Travel to visit clients	
Office Cleaning & Maintenance	
Garbage Collection	
Business Gifts – How many people did you give these gifts to?	
Insurances – Office	
Insurances – Mal Practice	
Legal / Professional Fees	
Material & Supplies	
Minor Repairs	
Mortgage Interest	
Office Expenses	
Office Rent	
Painting	
Real Estate Taxes	
Snow Removal	
Utilities – Gas & Electricity	
Warranties for maintenance	
Water Charges	
Payroll Costs	
Major Equipment Purchase	
Pension Costs for Employees	

FYI Commuting expenses between your home and your first place of work are not deductible.

FYI Business Gifts are limited to \$ 25 per person.

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TAX ORGANIZER

PROPERTY RENTAL EXPENSE SUMMARY

Expense Details	Backup Attached?	Location - 1	Location - 2	Location - 3	Location - 4
Please provide Street Address →					
Advertising for Renting					
Auto / Travel to Manage property					
Brokerage / Agent Fees					
Cleaning & Maintenance					
Garbage Collection					
Insurances					
Landscaping Expenses					
Legal / Professional Fees					
Material & Supplies					
Minor Repairs					
Mortgage Interest					
Painting					
Real Estate Taxes					
Snow Removal					
Utilities – Gas & Electricity					
Warranties for maintenance					
Water Charges					
Major Equipment Purchase					
Major Repairs – Remodeling / Re-Roofing					

FYI Do you know that you can sell your rental property and roll over all the capital gains tax deferred in another property? Please ask us about the Tax Free Exchanges!

Sale of Stocks / Mutual Funds / Property

**Please provide cost basis of stocks / Mutual Funds / Property Sold
Please provide details of any Depreciation claimed on Property Sold**

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TAX ORGANIZER

AUTO & TRAVEL EXPENSE WORK SHEET

If you use auto for business, managing rental properties, charity
Medical or moving purposes...

Make & Model of Vehicle	
Date Placed in Service	
Vehicle Cost	
Was the Vehicle Leased?	
Monthly Lease Amount	
Mileage Details	
Total Miles for the year	
Less: Total Commuting miles from home to first place of business / job	-
Less: Total Other Personal Miles Driven	-
TOTAL DEDUCTIBLE MILES DRIVEN AS FOLLOWS	=
Miles Driven for Business Purposes (@ 37.5 cents per mile)	
Miles Driven for managing rental properties (@37.5 cents per mile)	
Miles Driven For Charitable Purposes (@14.0 cents per mile)	
Miles Driven for medical purposes / moving (@14.0 cents per mile)	
Other Auto & Travel Expenses	
Gas, Oil, Repairs, Insurance etc	
Vehicle Registration, License	
Vehicle Lease, Rental Fees	
Parking Fees, Tolls, Transportation - day travel	
Overnight Travel, Car Rental, and Lodging	
Meals & Entertainment	
Other Business Expenses	
Reimbursement of Expenses from your employers	