Client Organizer - Welcome - 2020

NOTE: Due to the COVID-19 Pandemic, we are encouraging everyone to take adavantage of the virtual methods of communication and information delivery available to them. In addition, we will be meeting with clients by phone appointment whenever possible to maintain social distancing practices.

Preparing For Your Tax Appointment

This Organizer should be used as a guide in gathering the information necessary to complete your tax return. To the extent original source documents are provided, the General, Income and Deductions sections do NOT need to be completed.

Step 1: Gather all of the applicable documents on the short list into one place
Step 2: Review the rest of the organizer and fill in any applicable sections not included on the short list
Step 3: Mail / fax / email or upload your information to us as soon as possible

Secure Portal Upload Link: https://foxpeterson.com/filebox/

Step 4: Call our office at: 480-898-7640 or visit our website to schedule your appointment

Be sure to call at least 24 hours in advance if you are unable to keep your appointment

The Short List

Documents and items that we need from you to complete your tax return - ORIGINAL SOURCE DOCUMENTS REQUIRED

1. Copy of your most recently filed prior year tax return
2. Completed household information section of the organizer
3. Completed copy of Questionnaire checklist
4. Copy of the driver's license for you and your spouse
5. Copy of the Social Security cards for each member of your family
6. Provide bank account and routing information if you prefer auto deposit and withdrawal
7. All W-2 forms
8. All 1099 forms, (Banks, Credit Unions, Stock brokerages, Social Security, Misc. Income)
9. K-1 forms from any Partnerships or S-Corporations
10. All notices & letters received from Federal and State tax authorities
11. IP PIN Notice Letter from IRS, if applicable (**your return cannot be e-filed without your IP PIN**)
12. Economic Stimulus Notice 1444 or other record of stimulus payment amount received
13. Brokerage statements (1099-B) if there were any stocks sold
14. Escrow statements (HUD-1) for any real estate purchase, sale or refinance
15. All 1098 forms
16. Form 8332 for any non-custodial dependent claimed
17. All 1095 Insurance Forms
18. Receipts for cash and non-cash charitable donations greater than $250
19. Arizona Credit Donation Receipts

An important note about the IRS

The IRS has vastly expanded its audit programs as it has been directed by Congress to "close the gap". As a result, more audits and spot checks are to be expected. **Protect yourself: Keep good records and keep the record for at least 6 years.** Never ignore correspondence from tax authorities, but always be skeptical. The IRS has an annoying tendency to arbitrarily bill for taxes and penalties without first checking the facts.

Client Organizer - Household - 2020

Personal Information - *(note changes only)*

Name	Name	Soc. Sec. No.	Date of Birth
Taxpayer			
Spouse			
Address			

Phone numbers ______________ / ______________
Taxpayer Spouse

E-mail address ______________ / ______________
Taxpayer Spouse

Bank Information

Name of Bank ______________
Bank Routing Number ______________
Bank Account Number ______________

[ ] I would like to have my refund auto deposited
[ ] I would like to have taxes due with the return auto withdrawn.

Filing Status - *choose one*

Single If you were unmarried or divorced at the end of the year and don't qualify for head of household status

Married filing Jointly If your spouse died during the year, you may still file a joint return with that spouse for the year of death

Married filing Separately A married couple may elect to file their returns separately. The IRS disallows many deductions under this filing status and when one spouse itemizes, the other must itemize also.

Head of Household If you were unmarried and you paid more than half the cost of maintaining a home for you and a qualifying person (relative) who lived with you more than half the year. You may qualify if you paid more than half the cost of keeping up a parent's home, even if the parent did not live with you, but you must be able to claim an exemption for your parent in order to qualify.

Qualifying Widow(er) If your spouse died during 2018 or 2019, you have a dependent child living with you and have not remarried

Dependents (Children & Others) - *(note changes only)*

Name (First, Last)	Relationship	Birthdate	Soc. Sec. No.	Months in home	F/T Student	Income
					Y / N	
					Y / N	
					Y / N	

- Are any of the dependents listed above permanently disabled? Y / N If yes, which dependent? ______________
- Are any of the dependents listed above 19 or older during 2020 and not a full-time student for at least 5 months during 2020? Y / N
If yes, which dependent?__________ And what is that individual's gross income for 2020? ____________

Guidelines for Dependents - *Note: New Law - divorced parents claiming non-custodial dependents MUST have form 8332*

To qualify as a dependent, that person must be:

1. Unmarried, or if married, does not file a joint return
2. A US Citizen, resident alien or a resident of Canada or Mexico
3. Either a qualifying child or qualifying relative *(see below)*

Qualifying Relative

1. Must not be the taxpayer or anyone else's qualifying child
2. Either have lived with the taxpayer all year OR be related
3. Have gross income of less than $4,300
4. Provide less than half of own support

Qualifying Child

1. Taxpayer's child, stepchild, brother, sister, stepbrother
2. Under age 19 OR a full-time student under 24 or disabled
3. Lived with taxpayer more than half the year
4. Provide less than half their own support
5. Cannot be a claimed as qualifying child of another taxpayer

Client Organizer - Questionnaire - 2020
REQUIRED

Questions

Review the following questions and **check if YES** *(they help to ensure that we don't miss something important)*

IRS - Legal
- [ ] Letters & Notices received from IRS or state (please bring all)
  - [ ] IP PIN Letter received from IRS due to identity theft (**your return cannot be e-filed without your IP PIN**)
  - [ ] Economic Stimulus Payment Notice 1444, if stimulus payment received
- [ ] Prior year's returns need to be amended
- [ ] Legal matters (lawsuit, etc.) during year

Income
- [ ] Change in income or expenses
- [ ] Large casualty / disaster loss
- [ ] Foreign bank account or trust? Signing rights on a foreign account?
- [ ] Did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency?
- [ ] Received proceeds from an installment sale
- [ ] Inherited assets last year
- [ ] Jury duty (you/spouse)
- [ ] Cashed in any US Savings bonds
- [ ] Any bartering transactions
- [ ] Scholarships
- [ ] Any existing/new K-1 from LLC, S Corp, Estate or Trust
  - [ ] Do you have a calculation of "basis" in the entity? Y/N
  - [ ]Are you at risk for your investment? Y/N

Business
- [ ] Part-time business or side venture
- [ ] Business returns need to be completed
- [ ] Did you start or dispose of a business this past year
- [ ] Do you have a student loan
- [ ] Did you receive any Form 1099-K
- [ ] Bankruptcy or insolvency
- **[ ] Did you receive a PPP Loan for your business?**

Household
- [ ] Change in dependents
- [ ] You or spouse in military or Guard
- [ ] You or spouse reach 72 this year or next
- [ ] You or spouse legally blind / disabled
- [ ] Dependent with investment income over $ 1,100
- [ ] Dependent with capital gains
- [ ] Can you be claimed as a dependent by someone else
- [ ] Dependent returns need to be completed

Residence
- [ ] Debt forgiven, short sale or foreclosure
- [ ] Sold or refinanced home
- [ ] Moved your personal residence

Miscellaneous
- [ ] Did you pay employees or household help last year
- [ ] Adoption expenses incurred
- [ ] Gifts of more than $15,000 to any one person
- [ ] Contributions to a 529 college savings plan

Recordkeeping
- [ ] Can you substantiate travel
- [ ] Can you substantiate charity donations
- [ ] Other matters that we should be aware of:

[ ] None of these applied this year

Client Organizer - General - 2020

Credit for Educational Expenses - *(degree seeking and non-degree seeking)*

Family member	College-University	Tuition	Books & supplies	Scholarships & Grants

Child & Other Dependent Care Expenses (*for dependents under age 14)*

Name of Care Provider	Address	Tax ID	Amount Paid

****Are you enrolled in your employer's Cafeteria Plan? Usually, it's the best way to handle child care costs.

List of Tax Credits. *Check ( ) if any apply and supply details:*

[ ] Installed solar energy system (skylights, water heater, photocell-system) – bring documentation - $500 lifetime limit
[ ] Installed energy efficient improvements.
[ ] Adoption credit
[ ] Arizona tuition scholarship credit
[ ] Arizona school ECA (Extra Curricular Activity) credit
[ ] Arizona Working Poor credit

Health Savings Account (HSA & MSA)

Contributions to HSA ________ Health insurance premiums paid ________
Amount disbursed from HSA:
Qualified medical expenses ________ Other:(non-qualified) ________

IRA, SEP, SIMPLE, Keogh Plans and Other Retirement Plans deduction

		You	Spouse
Covered by a retirement plan?		Yes / No	Yes / No
Contribution for:	IRA - deductible	________	________
	IRA - nondeductible	________	________
	Roth IRA	________	________
	SEP/SIMPLE/Keogh	________	________
Did you have a Roth rollover this year?		Yes / No	Yes / No

Miscellaneous

Educator classroom supplies purchased (up to $250) ________

Student Loan Interest paid *(attach documentation)* ________

Foreign Income and Investments

Do you have **foreign source income** *(attach documentation)* Yes / No
Do you have **foreign bank accounts** *(attach documentation)* Yes / No Form TDF 90-22.1
Do you have **foreign source assets** *(attach documentation)* Yes / No

Estimated Tax Paid

	Date Paid	Federal amount	State amount
1			
2			
3			
4			
	Refund from 2019 return		

Economic Stimulus Payment Information

Amount of Payment ________
Date Received ________
Form of Payment ________

[ ] Notice 1444 Received?

Client Organizer - Income - 2020

Wage, Salary Income

Attach W-2s and last paycheck stub:

Employer	Taxpayer	Spouse

Property Sold

Attach 1099s and closing statements for sale & purchase

Property	Date Acquired	Cost & Imp.
Personal Residence		
Vacation Home		
Land		
Other		

*Provide information on improvements, prior sales of home, cost of a new residence. Also see Moving Section.

Interest Income

Attach 1099-INT & broker statements

Payer	Amount
Tax Exempt	

I.R.A. (Taxable and Non-taxable)

Attach 1099-R & 5498

Contributions for tax year income and Rollovers

	Amount	Date
Taxpayer		
Spouse		

Amounts withdrawn.

Plan Trustee	Reason for Withdrawal	Reinvested?
		Yes / No
		Yes / No

Dividend Income

From Mutual Funds & Stocks ***Attach 1099-DIV***

Payer	Amount

Pension, Annuity Income

Attach 1099-R

Payer	Reason for Payment	Reinvested?
		Yes / No
		Yes / No
		Yes / No
		Yes / No

*Provide statements from employer or insurance company with information on cost of or contributions to plan.

Gambling & Lottery Income

Attach W-2G

	Amount
Winnings	
Losses (*be sure to have support for losses*)	

Partnership, Trust, Estate Income

List partnership, LLC, S-corp, trust or estate

Attach K-1 (Do you have a BASIS caldulation?)

Social Security Benefits

Attach SSA-1099, RRB 1099

Taxpayer	Spouse

Investments Sold

Stocks, Bonds, Mutual Funds, Gold, Silver, Partnership interest. ***Attach 1099-B & confirmation slips.***

Investment	Dates Acquired	Dates Sold	Sale Price	Cost

Other Income **Attach 1099**

List All Other Income (Including Non-taxable). Such as ….. Cash income for which you did not receive a 1099; Alimony Received; Unemployment Compensation (repaid); Unreported tips; Commissions; State tax refunds; Jury Duty; Worker's Compensation; Scholarship (grant); Payment from prior Installment sale; Disability income

Client Organizer - Deductions - 2020

Medical/Dental Expenses (over 7.5% of AGI)

Medical Insurance (paid by you) ________
Prescription Drugs, Insulin ________
Doctor/Dental/Orthodontist (Braces) ________
Hospital ________
Lab & X-rays ________
Nursing Care. Medical Therapy ________
Glasses, Contacts, Hearing Aids ________
Medical Equipment, Supplies ________
Long-term care insurance ________
Home improvements for health ________
Mileage (No. of Miles) ________

Taxes Paid - *attach receipts*

Auto/Boat registration (license renewal) ________
Property Tax - home(s) & land ________
State Taxes paid ________
Sales taxes on large purchases (car, RV) ________

Interest Expense

Attach 1098 and Closing papers ________
Mortgage interest paid ________
Second Home ________
Qualified Mortgage insurance premiums ________
Interest paid to individual for your home ________
Points paid on new or refinance mortgage ________
Paid to: Name, address, Soc Sec # ________

Investment Interest

Vacant Land ________
Brokerage margin account ________

Charitable Contributions

Cash - must attach receipts ________
Church ________
United Way ________
Scouts, Telethons ________
University, Public TV/Radio ________
Heart, Lung, Cancer, etc. ________
Arizona Tax Credits (school or needy) ________
Non-cash - must attach receipts ________
Salvation Army, Goodwill, DI ________
(Itemize items donated in detail) ________
Volunteer (No. of miles) ________