





# Income Tax Organizer for 2019 - Page 3

## INCOME CHECKLIST

*Please attach the original forms to document your income*

- |  |   |
|--|---|
| <input type="checkbox"/> Wages: Form W - 2<br><input type="checkbox"/> Retirement Income: Form 1099 - R<br><input type="checkbox"/> Interest Income: Form 1099 - INT<br><input type="checkbox"/> Dividend Income: Form 1099 - DIV<br><input type="checkbox"/> Sale of Stocks & Bonds: Form 1099 - B<br><input type="checkbox"/> Education Savings Withdrawal: Form 1099-Q<br><input type="checkbox"/> Independent Contractors: Form 1099- MISC<br><input type="checkbox"/> Unemployment Compensation: Form 1099 - G<br><input type="checkbox"/> State Income Tax Refund: Form 1099 - G<br><input type="checkbox"/> <b>Income and Expenses from Sole Proprietor: Schedule C</b> (Please provide a full list of your income and expenses as well as any new assets bought in 2019 with the cost and the purchase date).<br>You are responsible for ensuring that personal expenses are segregated from business expenses and that expenses such as meals, travel, vehicle use, gifts, and related expenses are supported by necessary records required by the IRS<br><br><input type="checkbox"/> <b>Rental Income and Expenses: Schedule E</b> (Please provide income and expenses, new assets bought in 2019 with the cost and the purchase date, fair rental days and personal days used for the property)<br><br><input type="checkbox"/> <b>Social Security Benefits: Form 1099 - SSA</b><br><br><input type="checkbox"/> <b>Farm Income: Schedule F</b> (Please provide a full list of income and expenses and new assets purchased in 2019) | <input type="checkbox"/> Partnerships, S- Corporations, Estates & Trusts Income: Schedule K -1s<br><br><input type="checkbox"/> Jury Duty<br><input type="checkbox"/> Gambling Winnings or Losses<br><input type="checkbox"/> Cancellation of Debt: Form 1099-C<br><br><input type="checkbox"/> Alimony Income - for divorces final before 12-31-18<br><br><input type="checkbox"/> Other Income: |
|--|---|

## ESTIMATED TAX PAYMENTS

	<u>Federal</u>	<u>State</u>
Applied from prior year return	_____	_____
1st quarter / due April 15, 2019	_____	_____
2nd quarter / due June 17, 2019	_____	_____
3rd quarter / due September 16, 2019	_____	_____
4th quarter / due January 15, 2020	_____	_____
<b>Total Estimated Tax Payments for 2019</b>	_____	_____

## VEHICLE INFORMATION

*Must have a vehicle log to substantiate your vehicle expense, if a vehicle that was used for business in a prior year was sold or traded in, please provide the sales invoice.*

	<u>Vehicle 1</u>	<u>Vehicle 2</u>
Make/ Model	_____	_____
Date Purchased	_____	_____
Cost	_____	_____
Auto Mileage		
Business	_____	_____
Commuting	_____	_____
Personal	_____	_____
Total	_____	_____

**ITEMIZED DEDUCTIONS**

*Please attach the original forms to document your deductions*

Itemized Deductions must exceed the following amounts in order to be deductible:

Single/ MFS	\$12,200
Married Filing Jointly	\$24,400
Head of Household	\$18,350

Medical:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| Health and Dental Insurance Premiums | Nursing Home Care              |
| Long-Term Care Premiums              | Doctor, Dentist, Hospital, Lab |
| Prescription, Glasses, Other         | Auto Mileage: \$0.20/ mile     |

Real Estate Taxes: Residence, Second Homes, Lots, Land

Sales Tax: Cars, Boats, Motorcycle, New Home Construction or Major Home Renovations

State Income Taxes

Interest Paid:

Home Mortgage Interest Loan - Form 1098      Interest deductions are limited on loans up to \$750,000.  
 Home Equity Loan- NO LONGER DEDUCTIBLE FOR LOANS BEGINNING AFTER 1/1/2018. UNLESS FOR HOME IMPROVEMENTS

What were the proceeds from your home equity loan used for? \_\_\_\_\_

Points Paid on Original Loan      \_\_\_\_\_

Points Paid on Refinance      \_\_\_\_\_      Date of Refinance      \_\_\_\_\_ # of years

Investment Interest      \_\_\_\_\_

Charitable Contributions: Cash & Non-Cash

Child / Dependent Care Expenses:

Payee ( School)      \_\_\_\_\_      Federal ID Number      \_\_\_\_\_

Address      \_\_\_\_\_      Amount Paid      \_\_\_\_\_

\* Please note: Tax Preparation Fees, Investment/ IRA Fees, Safe Deposit Box Rental and Casualty and Theft Losses except for federally declared disasters are **NO LONGER DEDUCTIBLE** for Federal Tax Purposes but may be deductible for those States that have an Income Tax. (Tennessee does not have a State Income Tax)

**DEDUCTIONS FROM ADJUSTED GROSS INCOME**

Student Loan Interest

Self-Employed Health Insurance

Alimony Paid: Need amount, name of ex-spouse, SS# of ex-spouse (no longer deductible for divorces finalized after 12/31/18 or divorces that have been modified to follow the Tax Cuts & Jobs Act)

IRA, SEP, 401(K) Solo, and other retirement plans

Educator Expenses

Moving expenses: No longer deductible unless for military purposes.

Health Savings Accounts

Unreimbursed Employee Business Expenses for taxpayers in the Performing Arts, Fee-Based Govt. Officials and Armed Forces Reservists

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## Due Diligence Questionnaire

*MUST be filled out to claim Head of Household (HOH), Earned Income Credit (EIC), Child Tax Credit (CTC), and/or American Opportunity Tax Credit/ Education Credit (AOTC). Please provide documentation to your answers.*

Have any of your credits ever been disallowed or reduced in a previous year by the IRS? Yes  No

If YES, did you complete all of the required recertification forms? Yes  No

### HEAD OF HOUSEHOLD (HOH)

1 Were you unmarried on the last day of the tax year and did you provide more than half of the cost of keeping up a home for the year for a qualifying person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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2 Please provide documentation to substantiate the HOH filing status claimed on your return such as: proof of over half of the support for your qualifying person, and proof of them living with you for over 6 months.		
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### EARNED INCOME CREDIT (EIC)

3 Do you understand the rules about claiming the EIC when a child is the child of more than one qualifying taxpayer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4 Are you aware of the "tie-breaker" rules, and has it been determined that you are, in fact, eligible to claim the EIC for said child/children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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5 Do you know that you may not claim the EIC if the child/children have not lived with you for over half the year, even if you have supported the child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### Child Tax Credit (CTC) / Additional Child Tax Credit (ACTC)

6	a	Has the child lived with you for over half the year? (If "no," answer questions 6b and 6c.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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	b	Is there an active Form 8332, Release/Revocation of Claim to Exemption for Child by Custodial Parent, or similar statement in place? <i>Please attach if "yes."</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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	c	Have you released the claim to another person? If yes, you cannot claim the child tax credit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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	d	Can you provide documentation to substantiate your answers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### American Opportunity Tax Credit (AOTC)

7	Have you provided proof, such as a Form 1098-T and receipts, for the qualified tuition and related expenses? <i>Any "billed" but unpaid expenses do not qualify. Only include amounts PAID in 2019 for tuition, fees, books, etc.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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8	Please circle one:	Amount Paid
	Student Name _____ Freshman    Sophomore    Junior    Senior    Masters    PhD    Other \$ _____	
	Student Name _____ Freshman    Sophomore    Junior    Senior    Masters    PhD    Other \$ _____	
	Student Name _____ Freshman    Sophomore    Junior    Senior    Masters    PhD    Other \$ _____	

9	Was any student(s) convicted, before the end of 2019, of any felony for possession or distribution of a controlled substance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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