

Rissler Accounting Service

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What to Include with Your Income Tax Organizer

What you need to include with your tax organizer depends on your tax situation. You should be collecting all tax related documents throughout the year and storing them in a secure place so you are ready to go at tax time.

Below is a list intended to give you a good idea what may be needed. Be sure to include all *year end* tax documents and any other helpful information. Rather too much, than too little. However, avoid duplicating information as much as possible. For example, don't include a paycheck stub if you include the year end statement Form W-2.

Always

1. **Form 1095-A** Health Insurance Marketplace Statement, or
2. Other evidence of health insurance, or
3. Marketplace-Granted Coverage Exemption numbers or other claim to exemption from medical insurance coverage.
4. Include any helpful tax forms, letters, or correspondences you received or sent during the past year.
5. For new dependents include social security numbers and birth dates.
6. Be mindful of the status of your dependent(s) 19 years of age or older. What was their income for tax year?
7. Mention expected major changes in your future tax situation.
8. *New* bank name, account type, and account and routing numbers if you wish to use direct deposit/debit.

First Time - General

9. Last year's tax return.
10. Additional contact information such as phone and fax numbers and email addresses.
11. Birth dates of taxpayer, spouse, and all dependents.
12. A copy of **Form 4029** if you are Social Security exempt.
13. Your bank name, account type, and account and routing numbers if you wish to use direct deposit/debit.

Newly Married

14. Date of Marriage.
15. Will wife claim her exemption or will she be claimed as a dependent by her father or someone else?
16. Date of move for both husband and wife.
17. Prior address for both husband and wife.
18. Wife's maiden name.
19. If and when wife's maiden name was changed with social security administration.

First Time - NOL Carrybacks and Income Averaging

20. Past 2 years of tax returns if you expect current year NOL due to business losses and would benefit from NOL carryback.
21. Last 3 years of tax returns if you expect current year NOL due to casualty and theft losses and would benefit from NOL carryback.
22. Farmers and fishermen, last 3 years of tax returns if you will use Sch L Income Averaging.
23. Farmers and fishermen, last 5 years of tax returns if you expect current year NOL and would benefit

from NOL carryback.

Personal

24. Wage and earning statement(s) **Form W-2, W-2G, 1099-MISC and 1099-R**, from all employers and payers.
25. Interest and dividend statements - **Forms 1099-INT and 1099-DIV**.
26. Social Security, State Income Tax refund and Unemployment Compensation statements - **Forms SSA-1099 and 1099-G**.
27. Information on Broker and Barter Exchange Transactions - **Form 1099-B**. Be sure to provide cost/basis of stock.
28. Records showing IRA contributions, and alimony paid or received.
29. Schedule(s) K-1 from partnerships, S-corporations, estates or trusts.
30. Information about contributions to a pension or other retirement plan if this is the first year you received income from the plan.
31. Form(s) 1099 or statements reporting dividend, interest, retirement or other income.
32. Form(s) 1098 and copies of real estate tax bills, etc.
33. Information about any other kind of income, such as prizes, alimony, and jury duty.
34. Amount of any significant gift money you received.
35. Any other information you think may be needed to prepare your tax return accurately.

Estimated Taxes & Extensions Payments

36. Records showing amounts and dates of estimated tax payments - Due 15th of **Apr, Jun & Sep** of *tax year*, and **Jan** of *following year*. (Especially, important if payments were late or 4th quarter paid in *tax year*, instead of following Jan)
37. Records showing amounts and dates of payments with extension of time to file taxes.

Schedule A, Itemized Deductions

38. Records of medical, eye care and dental expenses.
39. Receipts for cash and non-cash charitable contributions.
40. Mortgage interest paid statement - **Form 1098**.
41. Property taxes paid statements.
42. Investment expenses.
43. Casualty or theft losses.
44. Tax preparation fees.
45. Mileage driven for charity and/or medical purposes.

Employee Business Expenses

46. Records showing business expenses you incurred as an employee, including your mileage log.

Purchase or Sale of Real Property

47. Legal documents pertaining to the sale or purchase of real property, including copy of settlement statement.

Homeowner Energy Credits

48. Receipts for qualified homeowner energy efficient improvements.

If You Moved During Year

49. List of locations and date ranges of all addresses at which lived during tax year. Necessary for both husband and wife, if different.
50. Give reason for move if move is more than 50 miles and because of a new principal workplace.

Business/Farm

51. Separate categorized summaries showing your business/farm income and expenses.
52. A copy of your **Form W-3** Transmittal of Wage and Tax Statements summarizing your annual payroll expenses.
53. Your self-employed health insurance deduction vs. your employee health insurance expenses.
54. All **Form 1099s** you received. Unless you received a large number it is impractical to include. Just be sure your totaled Form 1099s doesn't exceed your stated income.
55. For each vehicles, at least business and total miles traveled during tax year (Commuting miles should also be included).
56. Detailed list of assets purchased (Description, date placed in service, cost/basis, and business percentage).
57. Detailed list of assets sold (Make sure description matches asset listed in tax return, date sold, sale price, and cost of sale).
58. Farmers, sale price of each "Cattle and Horses" listed in categories of "Held less than 24 months" and "Held more than 24 months". Mark each whether bought or raised.
59. Farmers, sale price of each "Other Livestock listed in categories of "Held less than 12 months" and "Held more than 12 months". Mark each whether bought or raised.

Rental Property

60. Categorized summary showing your rental income and expenses.
61. Detailed list of assets purchased (Description, date placed in service, cost/basis, and business percentage).
62. Detailed list of assets sold (Make sure description matches asset listed in tax return, date sold, sale price, and cost of sale).

Gift Tax

63. Gift amount(s) if you gifted more than **\$14,000** to any one person in **2017**.