

Total Tax And Books LLC

Enrolled Agent

TAX ORGANIZER

Please complete this booklet and include with your tax documents

*Reminder: Please do not submit bank statements, paid bills or receipts

Name: _____

Phone Number: _____

E-Mail Address: _____

DOB Taxpayer: _____ DOB Spouse: _____

www.totaltaxandbooks.com

totaltaxandbooks@gmail.com

DEPENDENT CHILDREN & CHILD CARE EXPENSES

NAME	DOB	SOCIAL SEC #	CHILD CARE EXPENSE

CHILD CARE PROVIDER

CHILD CARE PROVIDER	AMOUNT PAID

Estimated and Extension Payments

Federal	Date	Amount Paid	State Name	Date	Amount Paid
Extension:					
Estimated 1					
Estimated 2					
Estimated 3					
Estimated 4					
Other City or State					
Extension					
Estimated 1					
Estimated 2					
Estimated 3					
Estimated 4					

For Direct Deposit of Refunds. Please Provide:

Bank Name	
Routing Number	
Account Number	
Checking or Savings	

WHAT DO I NEED TO FILE MY TAXES?

INCOME

Please provide only the forms below. Do not attach any list.

Type of income	Tax Form needed	X
Income from work (non self-employed)	W-2 forms	
Unemployment	1099G - from state web site	
Interest	1099 - int	
Dividends	1099 - div	
Stock Sales	1099-b- From Broker*	
IRA distributions	1099R	
Pension and Annuity income	1099R	
Social Security benefits	SSA - 1099	
Gambling income	W-2- G	
Rental income	(See page 4)	
Self employment income	(See page 4)	
Sale of Primary Home	1099S and closing statement (hud form)	
Alimony - Amount received	\$	
Foreign Income	Bank statements	

STOCK SALES

*Please review year-end brokerage statement with your broker to make sure that it has ALL of the cost basis information for all sales.

WHAT DO I NEED TO FILE MY TAXES?

DEDUCTIONS

Please provide total amounts. Do not attach any list.

Expense	Amount	Expense	Amount
Medical and dental		Salestax on cars and boats	
Health insurance		Union and professional dues	
Prescriptions		Malpractice insurance	
Cash donations		Uniforms	
Non cash donations		Small tools for work	
		Tax preparation fees	
Rent paid		Home office	
Alimony paid			
IRA contributions			
HSA contributions			

Please provide only the forms below. Do not attach any list.

Expense	Amount	Tax form needed
Student loan interest paid		1098-E
College tuition expense		1098-T - from college
Real estatetaxes - Primary home		Card from township
Real estate taxes - Second home		
Mortgage interest - Primary Home		Form 1098-from bank
Mortgage interest - Secondhome		

Self Employeds, Independent Contractors, Outside Salespeople,and Farmers

Total Gross Income	\$
Expenses:	
Advertising	
Car expenses (mileage & attach list of repairs, gas, insurance)	
Commissions	
Contract Labor	
Insurance (excluding health)	
Interest	
Legal and professioal fees	
Office supplies and expenses	
Rent - office	
Repairs and maintenance	
Taxes, licenses and permits	
Travel and entertainment (attach list)	
Utilities	
Self employed heathh insurance (owner)	
Health insurance for employees	
Bank charges	
Dues, publications and association fees	
Gifts to clients	
Seminars and courses attended	
Telephone (business use)	
Other expenses	
Auto information: (IRS requires a log, do not include your log with documents	
Date of purchase	
Total miles driven during the yearJ	
Business miles driven during the year	
Miles driven traveling to work each day	

Rental Income and Expenses

Property 1 Address:		
Property 2 Address:		
	Property 1	Property 2
Rents Received		
Advertising		
Auto Travel (mileage)		
Cleaning & Maintenance		
Commissions		
Insurance		
Legal and Professional Fees		
Management Fees		
Mortgage Interest		
Other Interest		
Pest Control/Exterminator		
Repairs		
Taxes		
Water and Sewer		
Electricity and Heating		
Improvements		
Depreciation (to be provided by preparer)		
Purchase Price(if 1st year in service)		