TAX YEAR
20

TAX RETURN BINDER

ORGANIZER FOR PERSONAL AND BUSINESS INCOME TAXES

Taxpayer Name ______________________________

Taxpayer Email ______________________________

TAX YEAR

20

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TAX RETURN BINDER

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TAX RETURN BINDER
PERSONAL INFORMATION

TAXPAYER INFORMATION

Full Name

Date of Birth

SSN

Occupation

Email Address

Phone Number

Filing Status

Street Address

City

State

ZIP

SPOUSE INFORMATION (if applicable)

Spouse Full Name

Date of Birth

SSN

Occupation

Spouse Email Address

Spouse Phone

DEPENDENT INFORMATION

Dependent Name	Date of Birth	SSN	Relationship

If any dependent did not live with you all year, indicate which one(s) and number of months:

BANK ACCOUNT INFORMATION (for direct deposit of tax refund)

Bank Name

Routing Number

Account Number

Account Type

☐ Checking ☐ Savings

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TAX RETURN BINDER
INDIVIDUAL TAX INFORMATION

PERSONAL INFORMATION CHECKLIST — check all that apply

- ☐ Are you, your spouse, or your dependents legally blind or permanently disabled?
- ☐ Did your marital status change during the year?
- ☐ Did your address change during the year?
- ☐ Did you adopt a child under the age of 18 during the year? If yes, provide documentation.
- ☐ Did you have children under 18 or full-time students under 23 with investment income over $2,500?
- ☐ Did you obtain health insurance through the Marketplace? If yes, provide Form 1095-A.
- ☐ Did you sell your primary residence? If yes, provide closing disclosure statement.
- ☐ Did you have interest in or authority over a foreign bank or investment account?

INCOME CHECKLIST — check all that apply and attach relevant documentation

- ☐ W-2 provided by your employer(s)
- ☐ Social Security Benefits (Form SSA-1099)
- ☐ Interest and dividend income (Form 1099-INT and Form 1099-DIV)
- ☐ Business income reported on Form 1099-MISC, 1099-NEC, or 1099-K (also complete Business Tax section)
- ☐ Sales of stocks, bonds, or other investments (Form 1099-B)
- ☐ Did you sell or exchange Cryptocurrency? Provide cost basis.
- ☐ Did you receive income from rental property? (also complete rental real estate section)
- ☐ Did you receive Alimony payments?
- ☐ Did you sell an investment property? If yes, attach settlement statement.
- ☐ Income from IRA, pension distributions, or rollovers (Form 1099-R or Form 5498)
- ☐ State and local tax refunds (Form 1099-G)
- ☐ Unemployment income (Form 1099-G)
- ☐ Gambling or prize winnings (Form W-2G or Form 1099)
- ☐ Cancelled or forgiven debts (Form 1099-C)
- ☐ Distributions from Education Savings Account or Qualified Tuition Program (Form 1099-Q)
- ☐ Royalty income
- ☐ Pass-through income from a partnership or S Corporation (Schedule K-1)
- ☐ Other income (Provide 1099 or other documentation)

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TAX RETURN BINDER
ADJUSTMENTS & ITEMIZED DEDUCTIONS CHECKLIST

ADJUSTMENTS & ITEMIZED DEDUCTIONS CHECKLIST — check all that apply

- [ ] Paid tuition expenses (Form 1098-T)
- [ ] Student loan interest (Form 1098-E)
- [ ] Did you make a back door Roth IRA conversion? (if yes, provide documentation)
- [ ] Medical expenses (doctor visits, pharmacy, insurance, medical supplies, hospitalizations)
- [ ] Did you purchase a vehicle in which you paid sales tax?
- [ ] Real estate taxes paid on primary residence
- [ ] Mortgage interest and mortgage insurance on primary residence (Form 1098)
- [ ] Did you pay any investment interest expense?
- [ ] Cash donations to charity
- [ ] Non-monetary donations to charity (clothing, furniture, household items) — provide value
- [ ] Did you make alimony payments?
- [ ] Educator expenses
- [ ] HSA contributions
- [ ] Did you do an early withdrawal of retirement income?
- [ ] Moving expenses

CREDITS AND PAYMENT INFORMATION — check all that apply

- [ ] Did you pay for child/dependent care while you or your spouse worked? Provide amount paid and FEIN of childcare facility.
- [ ] Did you make energy efficient improvements to your primary residence?

- [ ] **Did you make estimated tax payments? If so, provide amounts below:**

PAYMENT DATE	AMOUNT

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TAX RETURN BINDER
BUSINESS TAX INFORMATION

BUSINESS INFORMATION

Business Name (if applicable)

Employer ID Number (EIN, if applicable)

Business Start Date

Business Activity / Type

Business Address

BUSINESS INCOME

COST OF GOODS SOLD

Less Returns & Allowances

Beginning of year inventory balance

Materials & Supplies purchases throughout the year

End of year inventory balance

BUSINESS EXPENSES

Accounting

Advertising/Marketing/Promotions

Bad Debts

Bank Charges

Commissions Paid

FMLA (Paid Leave)

Delivery & Freight

Dues & Subscriptions

Continuing Education

Employee Retirement Contributions

Business Gifts (limited to $25/person)

Liability Insurance

Health Insurance Premiums

Key Person Life Insurance

Worker's Comp. Insurance

Interest Expense

Internet Access

Cleaning / Janitorial

Laundry

Licenses & Permits

Business Meals (50%)

Office / General Supplies

Outside Services

Student Loans Paid for Employees

Parking & Tolls

Salary / Wages for Employees

Salary / Wages for Owner

Postage

Printing

Rents (office space / equipment)

401(k) / SEP Contributions

Repairs & Maintenance

Security

Payroll Taxes

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TAX RETURN BINDER
BUSINESS EXPENSES — CONTINUED

OTHER BUSINESS EXPENSES (list)

DESCRIPTION	AMOUNT

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TAX RETURN BINDER
BUSINESS VEHICLE INFORMATION

VEHICLE INFORMATION

Date Vehicle Placed in Service for Business Purposes	
Year of Vehicle	
Make	
Model	
Business Miles Driven	
Total Miles Driven	

ACTUAL VEHICLE EXPENSES (optional — see note below)

Gasoline	
Repairs & Maintenance	
Car Washes	
Insurance	
Vehicle Registration / Renewal Fees	
Interest Paid	
Lease Payment (if leased)	

** You may use the mileage method instead: business miles ÷ total miles × IRS mileage rate.*

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TAX RETURN BINDER
HOME OFFICE DEDUCTION INFORMATION

HOME OFFICE DEDUCTION

Square Footage of Home Used for Business Purposes

Total Square Footage of Your Home

TOTAL HOME EXPENSES

Mortgage Interest

Real Estate Taxes

Rent

Repairs & Maintenance

Utilities

Casualty Losses

Other Expenses

Adjusted Basis or FMV (whichever lower) of Home for Depreciation

** Simplified method alternative: square footage used for business × $5.*

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TAX RETURN BINDER
RENTAL REAL ESTATE INFORMATION

RENTAL PROPERTY DETAILS

Address of Investment / Rental Property

Property Description (condo/house/duplex/vacation)

☐ Spent 750+ hrs managing real estate
☐

Purchase Price

Closing Costs Paid at Purchase

Other Costs of Acquiring Property

Purchase Date

RENTAL INCOME

Rental Income

Number of Days Rented During the Year

RENTAL EXPENSES

EXPENSE	AMOUNT	EXPENSE	AMOUNT
Accounting		Plumbing	
Automobile Expenses		Property Management	
Cleaning / Janitorial		Real Estate Taxes	
Commissions		Supplies	
HOA Dues		Telephone	
Insurance		Travel	
Landscaping / Lawn Service		Utilities	
Legal & Professional Fees		Other 1	
Repairs		Other 2	
Maintenance		Other 3	
Mortgage Interest (Form 1098)		Other 4	
Other Interest		Other 5	
Permits / Licenses		Other 6	
Pest Control		Other 7	

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TAX RETURN BINDER

CHARITABLE CONTRIBUTIONS LIST

CHARITABLE CONTRIBUTIONS

ORGANIZATION / DESCRIPTION	AMOUNT

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TAX RETURN BINDER
OTHER ITEMS LIST

OTHER ITEMS

DESCRIPTION	AMOUNT

NOTES