Tax Organizer

Smith & Harding Associates has created this tax organizer for you to use to help compile your tax information for the current tax year. If there is a certain area that doesn't apply to your tax situation, please just indicate so with an N/A. For new clients please complete this in its entirety. For returning clients please complete areas that need updating since your last filed return with us. We will need copies of all tax forms used in the preparation of your tax return as well as ID's and birth certificates and social security cards of any dependents new to your tax return or for clients new to Smith & Harding Associates. Other documentation may be required for certain credits as well. If additional space is necessary please use the back side of the last page. Thank you and as always, we look forward to working with you.

Tax Year: _____________

	First Name	Initial	Last Name	Suffix	Social Security Number
Taxpayer					
Spouse					

	Occupation	Date of Birth	Check if: Disabled	Blind	Dependent of Another
Taxpayer					
Spouse					

Home Address & Apt #	
City, State & Zip Code	
School District	

Home Phone	
Cell Phone	
Email	

	State Issued ID or Driver's License Number	Issuing State	Issue Date	Expiration Date
Taxpayer				
Spouse				

Filing status

	Single		Married filing joint		Married filing separate		Head of household		Qualifying widower

Dependent Information

	First Name	Initial	Last Name	Social Security Number	Relationship	Months in home	Date of Birth	Disabled or full-time student
1								
2								
3								
4								
5								

Federal, State and Local or Other Estimated Taxes Paid

Federal	Q1		Q2		Q3		Q4	
	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:
State	Q1		Q2		Q3		Q4	
paid to state:	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:
Local	Q1		Q2		Q3		Q4	
paid to locality:	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:	Date paid:	Amount paid:

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General Questions

Please check if “yes” and provide documentation as necessary.

__ 1. Has your marital status changed?
__ 2. Have you been notified by the IRS of changes to a prior years return or received any other tax correspondence?
__ 3. Are you and/or your spouse being claimed as a dependent by another person?
__ 4. Are there any changes in the dependent information from the prior year?
__ 5. Did you have any children under the age of 19 (or 24 if a full-time student) who received more than $1,250 in investment income?
__ 6. Do you have dependents who are neither U.S. citizens nor U.S. residents?
__ 7. Did you provide over half of the support for another person (or persons) during the year?
__ 8. Did you purchase or sell a personal residence?
__ 9. Did you receive payment from a pension or profit-sharing plan?
__ 10. Did you receive any distributions from an IRA or other qualified plan?
__ 11. Did you receive any disability income?
__ 12. Did you receive any foreign income or pay any foreign taxes?
__ 13. Did you receive interest from a bank account or other financial account based in a foreign country?
__ 14. Were you the grantor or transferor of a foreign trust?
__ 15. Were either you or your spouse enlisted in the military or National Guard?
__ 16. Did you file form 8839, Adoption Credit, in a previous year or incur adoption expenses in 2023?
__ 17. Did you claim a first-time homebuyer credit for a home purchased in 2008?
__ 18. Did you receive proceeds from an installment sale?
__ 19. Did you make a loan at an interest rate below the market rate?
__ 20. Did you make any gifts of more than $17,000 to any one person?
__ 21. Were there any changes to a prior year’s income, deductions or tax credits?
__ 22. Did your employer pay premiums on life insurance in excess of $50,000?
__ 23. Were any payments made on student loans?
__ 24. Did you pay any educational tuition or fees for you or a dependent?
__ 25. Did you purchase an electric hybrid vehicle in 2023?
__ 25. Did you purchase and install solar panels in 2023?
__ 26. Did you refinance a mortgage or take out a home equity loan?
__ 27. Were any contributions made to a traditional or Roth IRA for 2023?
__ 28. Did you make any contributions to a Health Savings Account (HSA) in 2023?
__ 29. Did you receive an early retirement distribution for a qualified birth or adoption or a child in 2023?
__ 30. Did you have health insurance through the Marketplace in 2023?

Business and Investment Questions

__ 1. Did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency?
__ 2. Did you receive stock from a stock bonus plan with your employer?
__ 3. Did you buy or sell any stocks or bonds?
__ 4. Did you surrender any U.S. savings bonds?
__ 5. Did you suffer a casualty or theft?
__ 6. Did you start a business, purchase a rental property or farm or acquire interests in any partnerships or S Corps?
__ 7. Did you sell any property or equipment on installments?
__ 8. Did you incur any business-related educational expenses?
__ 9. Did you purchase any special fuels for non-highway use?
__ 10. Did you make any contributions to a self-employed SEP, SIMPLE or Qualified plan?
__ 11. Do you play online gambling or poker games for money? If so, and if you won a monetary prize, please provide the website for the game as you MAY have a foreign bank account reporting requirement. ________________________

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Income Information

Wages (W2 tax forms)

	Employer Name	W2 Received
1		
2		
3		
4		
5		
6		

Pensions & IRA's (1099R tax forms)

	Financial Institution Name	1099 Received
1		
2		
3		
4		
5		
6		

Self-Employment Information (1099NEC tax forms)

	Self-Employment #1	Self-Employment #2	Self-Employment #3	Self-Employment #4
Taxpayer				
Spouse				

Interest Income (1099INT tax forms)

	Financial Institution Name	1099 Received
1		
2		
3		
4		
5		
6		

Dividend Income (1099DIV tax forms)

	Financial Institution Name	1099 Received
1		
2		
3		
4		
5		
6		

Income or Loss from Partnerships, S Corporations and Trusts (K1 tax forms)

	Entity Name	K1 Received
1		
2		
3		
4		
5		
6		

Gains or Losses from Sales of Stocks & Securities (1099B tax forms)

	Investment Firm Name	1099B Received
1		
2		
3		
4		
5		
6		

Other Income

	Other Income	Taxpayer	Spouse
1	Taxable refunds of state and local income taxes		
2	Alimony received		
3	Rents and royalties (schedule E)		
4	Farm income or loss (schedule F)		
5	Unemployment compensation		
6	Social security benefits		
7	Unreported tips		
8	Taxable childcare benefits		
9	Gambling/lottery winnings		
10	Prizes and awards		
11	Taxable scholarships and fellowships		
12			
13			
14			

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	Adjustments to Income	Taxpayer	Spouse
1	Educator expenses		
2	Heath savings account deduction		
3	Moving expenses for members of armed services		
4	Self employed SEP, simple & qualified plans contributions		
5	Alimony paid		
6	IRA contributions		
7	Student loan interest paid		
8	Tuition and fees paid		

	Itemized Deductions (when beneficial to itemize)	Amount
1	Medical & dental expenses (other than long term care premiums)	
2	Long term care premiums Taxpayer	Spouse
3	Medical and moving mileage	
4	Other state and local taxes paid not reported elsewhere in organizer	
5	State and local taxes paid	
6	Real estate taxes	
7	Personal property taxes	
8	Other taxes	
9	Home mortgage interest and points reported on for 1098	
10	Home mortgage interest not reported on 1098 Name: Social security number: Address:	
11	Home mortgage points not reported on form 1098	
12	Qualifies mortgage insurance premiums	
13	Investment interest paid	
14	Gifts to charity by cash or check	
15	Gifts to charity other than by cash or check	
16	Mileage driven for charitable activities	
17	Casualty and theft loss(es) from a federally declared disaster	
18	Unreimbursed employee expenses (state use only)	
	- Travel expenses (exclude meals)	
	- Meals	
	- Parking & tolls	
	- Telephone used for employer’s business (allocate cost)	
	- Professional organization or union dues	
	- Educational expenses required to maintain your employment	
	- Office in home required by employer	
	- Tools & equipment	
	- Uniform & protective clothing	
	- Professional journal subscriptions	
	- Job seeking costs	
	- Other	
19	Tax preparation fees (state use only)	
20	Other expenses (state use only)	
	- Investment expenses (state use only)	
	- Safe deposit box rental (state use only)	
21	Gambling losses	

Education Expenses

	Student's name	School name	Year of school	1098T received
1				
2				
3				
4				
5				

Child or Dependent Care Expenses

	Persons or organizations who provided the care				
	Name	Address	Dependents name	Tax ID number	Amount paid
1					
2					
3					
4					
5					

Attestation and Signature:

To the best of my knowledge the enclosed information is correct and includes all income, deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate records. Should additional documentation be required in order to complete the tax returns I agree to provide those records in a timely manner. I agree to provide payment in full to Smith & Harding Associates at the time of work completion and invoice for services rendered in order to complete the required tax preparation.

Taxpayer signature: ____ **Date:** __________________________

Spouse signature: ____ **Date:** __________________________

Received by: ____ **Date:** __________________________

Smith & Harding Associates Representative

Your appointment for your 2023 tax preparation is ___________________________. If you need to change this appointment please follow the link in the email and/or text you received to change to another available date and time. If you do not have an appointment and would like one please go to our website at www.SmithandHarding.com and click on the BOOK link on the homepage and follow the prompts for your specific Tax Professional.

*****DO YOU HAVE AN LLC?*****

Effective January 1, 2024 the Corporate Transparency Act mandates that all LLC's complete the beneficial ownership information report. As of the date of this printing the report is being finalized but will be ready as of January 1, 2024. Existing LLC's as of January 1, 2024 will have until January 1, 2025 to complete this report. Newly formed LLC's after January 1, 2024 will be required to file this report within 30 days of registration. Smith & Harding Associates is able to assist with this new filing requirement and will have further information available during tax season.