

# CLIENT ORGANIZER

Rachel Naumchik, E.A.

(612) 208-9494

Name \_\_\_\_\_

Phone \_\_\_\_\_

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Please bring:

- W-2s and all 1099s reporting income
- CRP (Certificate of Rent Paid) (*renters*)
- Last year's tax return (*new clients only*)
- Form 1098 mortgage interest paid

INCOME - CAPITAL GAINS & LOSSES		
	Employment	Bring all copies of your W-2 Forms.
	Interest & Dividends	Bring 1099's for all of your accounts.
	Pension, IRA or 401(k) Distributions	Bring 1099-R you received for each pension or distribution.
	Social Security Benefits	Bring copies of your 1099-SSA.
	Sale of Stock or Property	You will need to report the following information for each sale: (1) Date of purchase                      (3) Date of Sale (2) Cost                                      (4) Sale Proceeds Bring Form 1099-B issued by your broker or mutual fund.
	Sale of Your Home	Bring realtor's closing statements for sale of old home and purchase of new home.
	Unemployment	Bring 1099 issued by Minnesota Department of Employment.
	Business, Farm, Rentals	Bring Records of Income and Categorized Expenses.
	Gambling Income	Bring W2-G.
	Health Savings Accounts	Bring 1099-SA for distributions from your accounts. Distributions are not taxable if spent on medical expenses but must be reported.
	Other Income	Bring 1099s, Schedule K-1s, and records of all other income.

**Minnesota Nongame Wildlife Checkoff.** List amount you want to donate \$\_\_\_\_\_

**New Dependents.** Full name, birthdate, and *social security number*.

**School expenses K-12:** amounts paid for tuition, required course materials, music and fine arts lessons, academic tutoring, home computer, and educational software.

**College and other post-secondary school.** Bring 1098-T tuition statement and amounts actually paid during the tax year for tuition and books. Schools generally send the 1098-T *to the student* so ask your child to check their online account for the form. Bring Form 1098-E if you paid student loan interest. Bring Form 1099-Q for any distributions from 529 college savings plans.

**Day care expenses.** Bring the amount paid and the name, address and federal tax ID number of your daycare provider. You are required to report this information even if your daycare expenses are pre-taxed.

**Privacy policy.** I collect nonpublic information about you from worksheets and other forms you supply and from your transactions with me. I do not disclose information about customers or former customers to anyone, except as required by law or with your permission. I restrict access to those who need to know the information to provide services to you. I maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information. I am required by law to provide this statement of my policy to you each year.

## ITEMIZED DEDUCTIONS

**Medical.** Only the amount over 7.5% of your gross income is deductible.

Prescriptions \$ \_\_\_\_\_  
Doctors, Chiropractors, Dentists \$ \_\_\_\_\_  
Hospital & Nursing Home \$ \_\_\_\_\_  
Health Insurance (do not include pre-taxed premiums from work) \$ \_\_\_\_\_  
Long-term Care Insurance  
Taxpayer \$ \_\_\_\_\_  
Spouse \$ \_\_\_\_\_  
Miles Driven \_\_\_\_\_  
Parking and lodging \$ \_\_\_\_\_  
Optical (including lenses) \$ \_\_\_\_\_  
Insulin & Supplies \$ \_\_\_\_\_  
Aids (crutches, hearing aids, etc.) \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**Mortgage Interest** paid on first or second home.

Company \$ \_\_\_\_\_  
Company \$ \_\_\_\_\_  
Points Paid on Refinance \$ \_\_\_\_\_

Most home equity interest is no longer deductible but bring all 1098 forms you receive—there are exceptions.

## Charitable Contributions

Cash or checks: \$ \_\_\_\_\_  
Resale value of goods: \$ \_\_\_\_\_  
Miles driven: \_\_\_\_\_

All cash donations require a receipt. A single gift of more than \$250 requires written confirmation from the charity. If the resale value of goods is more than \$500, bring receipts for all goods donations or a list of charity, date, and amount of each donation.

## Taxes

Real Estate Tax on Residence \$ \_\_\_\_\_  
Real Estate Tax on Other Property \$ \_\_\_\_\_  
Property Tax Refund \$ \_\_\_\_\_  
Auto License Vehicle #1 \$ \_\_\_\_\_  
Auto License Vehicle #2 \$ \_\_\_\_\_  
Auto License Vehicle #3 \$ \_\_\_\_\_

**Miscellaneous.** Not deductible on the Federal return. May be deductible for Minnesota.

Unreimbursed Work Expenses	
• Meals/Entertainment for Clients	\$ _____
• Tools for Work	\$ _____
• Required Uniforms/Cleaning	\$ _____
• Safety Shoes & Equipment	\$ _____
• Required Licenses	\$ _____
• Professional Journals	\$ _____
Union Dues	\$ _____
Employment Agency Fees	\$ _____
Other Job Seeking Expenses	\$ _____
Education required for work	
Tuition	\$ _____
Miles Driven	_____
Mileage to Second Job	\$ _____
Safety Deposit Box	\$ _____
Investment Expense	\$ _____
Tax Return Preparation or Advise	\$ _____

**Casualty Losses.** Only the amount over 10% of your gross income after insurance is deductible. Must be attributable to a **Federally Declared Disaster Area**.

**Moving Expense.** Beginning in 2018, only deductible for active-duty military and spouse.

**Gambling Losses.** \$ \_\_\_\_\_  
Deductible only to offset wins

**If you have questions during the year or if you receive correspondence from the IRS or Minnesota Revenue, contact me.**

Date		IRS	State	IRA Contributions	
Estimated Tax Payments	_____	\$ _____	\$ _____	Taxpayer	\$ _____
	_____	\$ _____	\$ _____		Spouse
	_____	\$ _____	\$ _____	Note if contributions were to a Roth IRA.	
	_____	\$ _____	\$ _____		
<b>Reminder:</b> The first payment is made in April of the tax year. The last payment is in January of the following year.					