2024 Financial Organizer
John Ro EA LLC

As a financial advisor who looks at the tax implications of every aspect of your life, it is important for me to get a complete picture of your finances. Please fill out the financial organizer as thoroughly as possible, so that I can give you the best possible results.

Contact Information

First Name & Middle Initial	**Sara**	Spouse Name & Middle Initial	
Last Name	**Randall**	Last Name	
Social Security Number	**581-70-3222**	Social Security Number	
Date of Birth (mm/dd/yy)	**08/06/1985**	Date of Birth (mm/dd/yy)	
Occupation	**Product Manager**	Occupation	
Preferred Phone Number	**724 678 3500**	Preferred Phone Number	
Email Address	**sara.randall@gmail.com**	Email Address	
IRS IP PIN (ID Theft Victim)		IRS IP PIN (ID Theft Victim)	

* The contact info is needed to set up the tax file and to email the tax returns for esigning.

Driver's License Number	WDL52BZ5J43B	Driver's License Number	
Issuing State	WA	Issuing State	
Issued Date	9/16/2019	Issued Date	
Expiration Date	8/6/2025	Expiration Date	

* For efiling, the IRS and state tax agencies ask for driver's license info to protect against fraudulent tax returns.

Mailing Address To Be Used on the Tax Return and for IRS Correspondence

Street Address	488 Erin Knoll
Apartment Number	
City & State	Lake Corey, SD
Zip Code	60228-2982
Country	USA

Children and Other Dependent(s)

First Name & Middle Initial		First Name & Middle Initial	
Last Name		Last Name	
Date of Birth (mm/dd/yy)		Date of Birth (mm/dd/yy)	
Social Security Number		Social Security Number	
Relationship		Relationship	
# of months lived with you		# of months lived with you	

First Name & Middle Initial		First Name & Middle Initial	
Last Name		Last Name	
Date of Birth (mm/dd/yy)		Date of Birth (mm/dd/yy)	
Social Security Number		Social Security Number	
Relationship		Relationship	
# of months lived with you		# of months lived with you	

What is your marital status? (circle one below)

☒ Single ☐ Head of Household ☐ Married ☐ Legally Separated/Divorced ☐ Widowed

Which services are you inquiring about?

☒ Tax Preparation ☐ Financial Planning

☐ IRS Audit Representation ☐ Bookkeeping/Accounting Service or Business Setup

How did you hear about us? (Please circle below)

Referral Who referred you?

Yelp Internet Search Other

Have you previously worked with a tax professional or a financial advisor?
If so, please provide their name and reason(s) for change:

Do you have:

Stocks, Mutual Funds (TD Ameritrade, Charles Schwab, Vanguard, etc)	☒ Yes	☐ No
Cryptocurrencies (Bitcoin, Ethereum, Avalanche, Graph, etc.)	☒ Yes	☐ No
Health Insurance	☒ Yes	☐ No
Company Stock Options or RSUs	☒ Yes	☐ No
Retirement Accounts (IRA, 401K)	☒ Yes	☐ No
A Property that you rent out	☐ Yes	☒ No
Ownership in a business	☐ Yes	☒ No

Do you have ownership in or are you a beneficiary in any of the following?

☐ Sole Proprietorship ☐ S Corporation

☐ Partnership ☐ Estate or Trust

☐ C Corporation ☐ LLC *How is the LLC filed for tax purposes?* Sole Prop, Partnership, S-corp, C-corp

In the past year, I (we) have:

Moved to a different state or country	☐ Yes	☒ No	The exact move date? ________
Changed jobs	☐ Yes	☒ No	

Bought, sold or exchanged property	☐ Yes	☒ No	
Started or purchased a business	☐ Yes	☒ No	
Married or divorced	☐ Yes	☒ No	
Had a child	☐ Yes	☒ No	
Retired	☐ Yes	☒ No	
Contributed to a SEP IRA	☐ Yes	☒ No	How much total $____________
Contributed to a Traditional IRA	☐ Yes	☒ No	How much total $____________
Contributed to a Roth IRA	✠ Yes	☒ No	How much total $ ___________
Contributed to a Roth IRA using the backdoor method	☐ Yes	☒ No	How much total $ ___________

Income

W-2 Statement	Wage or Salary	See W2
Form SSA-1099	Social Security Benefits	
Form 1099-G	Unemployment Benefits	
Form 1099-G	State Tax Refunds	
Form 1099-INT	Bank Interest Income	See 1099 from Vanguard, Morgan Stanley, JP Morgan, Fidelity, Schwab
Form 1099-DIV	Dividend Income	
Form 1099-B	Sale of Stocks	
Form 1099-R	IRA/Pension Distribution	
Form 1099-K	Credit Card Processed Income	
Form 1099-K	Sale of Cryptocurrencies	
Schedule K-1	S-corp or Partnership Income	
Form W-2 G	Lottery or Gambling Income	
Form 1099-MISC	Prizes/Awards	
Form 1099-MISC	Self-employed Income	
Form 1099-MISC	Rental Income	

Foreign Earned Income

Employer’s US Address
n/a

Employer’s Foreign Address

Foreign Salary	
Foreign Income Tax Paid	
Qualified Housing Expenses	
Foreign Move Date	

Your Foreign Address

* For 2024, the foreign income exclusion is up to $126,500 (up from $120,000 for 2023).

Foreign Financial Accounts

Name of Foreign Bank or Investment Firm	n/a
Account Number	
Maximum Value in USD During the Year	
Address of Foreign Bank or Investment Firm	
Whose Account Was It? *Yours? Spouse's? Joint?*	
What Kind of Account Was It? *Cash? Stocks? Pension?*	
Was the Account Opened or Closed During the Year?	
Did the account generate income? *Interest? Dividends? Capital Gains?* How much? How much tax was paid?	

* If the maximum value of the account was more than US$10,000, then it must be reported to the US Treasury.
* If the maximum value of the account was more than US$50,000 on the last day of the year (married US$100,000) or more than $75,000 at any time during the year (married $150,000), then it must also be reported on the tax return using Form 8938. We need the above info for each account.

Itemized Deductions & Other Tax Benefits

For 2024, the standard deduction is $14,600 for single, $29,200 for married, and $21,900 for head of household.

Medical: Surgeries	n/a
Medical: Prescription Medicine	
Medical: Dental Expenses	
Medical: Eye Exams, Eyeglasses, Contact Lenses	
Medical: Co-pay	
Medical: $0.21 per mile to hospital/clinic	

*The threshold for medical expenses to count is the amount above 7.5% of AGI (Adjusted Gross Income)

Primary Residence

Real Estate Taxes (Please provide PIN)	n/a
Mortgage Interest	

* The state and local income taxes and real estate taxes are capped at a combined $10,000 limit.
* The mortgage interest deduction applies to the first $750,000 of a mortgage loan under the new tax law. However, the mortgage interest deduction remains up to a $1 million mortgage loan for homes under binding contract before December 16, 2017 and which closed before April 1, 2018.

Charitable Contributions

Cash Donations to Qualified Non-profits	600
Noncash Donations (clothes, furniture, etc)	
Charity auto mileage ($0.14 per mile)	

* Cash charitable contributions are deductible up to 60% of the Adjusted Gross Income.
*Noncash charitable contributions with a value above $5,000 must have a letter written by the charity stating the donated value of the used or new items. So it is better to keep the donated value below $5,000.

* Moving expenses are no longer deductible, except for members of the military.
* Miscellaneous itemized deductions subject to the 2% of AGI limit are no longer deductible under the new tax law. This includes unreimbursed employee expenses for travel, lodging, meals & entertainment, continuing education, professional journals and books, job search expenses, home office deduction, etc.

Alimony

Name of ex-spouse	Social Security Number	Amount Paid or Received
n/a		

* Alimony is not taxable income for the recipient, and it cannot be deducted by the payer for divorces executed after December 31, 2018.

Childcare

Name of Daycare	n/a	SSN or EIN	
Address of Daycare		Amount Paid for 2nd child	
Amount paid for 1st child		Amount Paid for 3rd child	

Education Info

What was your enrollment status? *Full time? At least half time? Or less than half time?*	n/a
How much did you pay for tuition/fees, books, supplies, equipment?	
Did you receive a scholarship? Or a Fellowship?	
How much student loan interest did you pay? (deduction is up to $2,500 for 2024)	
Did you contribute to a 529 Plan? How much? What is the account number?	

Business Expenses

For Self-Employed Individuals or Businesses

Cell Phone	n/a
Internet	
Office Supplies	
Conferences/Seminars	
Continuing Education	
Public Transportation (Bus, Train)	
Taxi or Uber or Lyft	
Professional Dues, Fees, Licenses	
Software	
Online Subscriptions	

Meals & Entertainment	
Advertising	
Postage & Shipping	
Travel	
Liability Insurance	
Professional Books/Journals	
Office Rent	
Bank Service Charges	
Credit Card Interest Expense	
Legal & Professional Fees	

Equipment Purchases

Description	n/a			
Purchase Price				
Date of Purchase				
Date Placed in Service				

Home Office

Business Square Footage	n/a	Home Insurance	
Total Home Square Footage		Repairs	
		Utilities (electricity, water, gas)	
Monthly Rent			
Mortgage Interest		Major Renovation	
Property Tax		Date of Renovation	
HOA Dues or Assessments		Cost of Renovation	

Auto Expense

Make and Model	n/a	Gas	
Date of Purchase		Oil Changes	
Date Placed in Service		Auto Insurance	
		Repairs	
Total Miles Driven in 2023		Tires	
Business Miles		Car Washes	
Personal Miles		Parking & Tolls	

* 67 cents per mile driven for business can be deducted, or the business percentage of total actual expenses.

Rental Property

Address of Rental Property	n/a		
Date of Purchase		Purchase Price	
Date Placed in Service		Settlement Charges	

Rental Days		Personal Use Days		Rental Income	

Advertising		Mortgage Interest	
Auto and Travel		Property Tax	
Cleaning & Maintenance		Repairs	
Commissions		Supplies	
Home Insurance		Utilities (electricity, water, gas)	
Legal & Professional Fees		Internet & Cable	
Management Fees		HOA Dues/Assessments	

Federal Estimated Tax Payments

1st Quarter	Due April 15	Payment Date		Payment Amount	
2nd Quarter	Due June 15	Payment Date		Payment Amount	
3rd Quarter	Due September 15	Payment Date		Payment Amount	
4th Quarter	Due January 15	Payment Date		Payment Amount	

1st State Estimated Tax Payments

1st Quarter	Due April 15	Payment Date		Payment Amount	
2nd Quarter	Due June 15	Payment Date		Payment Amount	
3rd Quarter	Due September 15	Payment Date		Payment Amount	
4th Quarter	Due January 15	Payment Date		Payment Amount	

2nd State Estimated Tax Payments

1st Quarter	Due April 15	Payment Date		Payment Amount	
2nd Quarter	Due June 15	Payment Date		Payment Amount	
3rd Quarter	Due September 15	Payment Date		Payment Amount	
4th Quarter	Due January 15	Payment Date		Payment Amount	

Paid with Extension	Federal $ ______________	State $ _______________

Tax Preparation

Did you NOT file any tax returns in previous years?	No
Did you receive any letters from the IRS or state tax agencies?	No
How much did you pay in tax preparation fees in 2023?	Worked with you

** Tax preparation fees are tax-deductible for self-employed individuals and businesses, and on Schedule E for those who rent out property.*

Refunds & Tax Liabilities

Would you like a direct deposit of your tax refund? Y / N	Bank Routing Number	Bank Account Number
Would you like a direct debit of your tax liabilities? Y / N	121202211	440021665862

Fees & Discounts

Basic fees:
- $200 (Federal 1040, State, and free E-filing), nonresident tax returns start at $300
- $75 (Each additional form and additional state)
- $150 Additional fee for Schedule C business and related forms
- $150 (ITIN application)

* In some rare cases, it could take more time, so there could be additional fees.

Services:
- $200/hr (Tax consultation and IRS audit representation)
- $200/hr (Partnerships, LLC, S-Corps, Corporations, Not-for-Profit Organizations)
- $200/hr (Estates and Trusts)
- $200/hr (Financial planning)

$400 for business setup, which includes consultation on legal entities. State filing fees are paid separately to the Secretary of State.

Accounting Package: Initial setup fee is $250. (discuss and setup income/expense accounts)

There are two main options for the accounting package:
1) $195 per month (for 50 or less transactions) – includes tax returns
2) $295 per month (for 51 to 100 transactions) – includes tax returns
3) $50 per month for payroll service ($5 per employee)
* For a greater volume of transactions, please ask for a consultation.

Payments: We accept payments by cash, check, Zelle Pay, credit card, or bitcoin/ethereum.

$25 (credit card processing fee for invoice amount $700 and above)
* There is a $50 late fee per week if the invoice is not paid within 8 days.

If paying with a check, make check payable to: "John Ro EA LLC"

Discounts: $50 (First-time client discount for tax return preparation)
$50 (Credit on your invoice when referral becomes a paying client)

*If you could write a review on Yelp, LinkedIn, or Facebook, that will be greatly appreciated.

We depend upon referrals to grow our business.
An effective way to refer potential clients is to introduce them by email.

Do you know anyone who might benefit from one of our services: wealth management, financial planning, tax preparation, IRS audit representation, tax planning, or bookkeeping/accounting services?

Tax Return Preparation Checklist

Documents needed for tax return preparation:

W-2 statement(s)
Brokerage statement(s) – Form 1099B
Cryptocurrency (spreadsheet of purchase date and price, and sales date and price)
* *Exchanges between cryptocurrencies count as a purchase and a sale.*
Employee stock option award letters and related brokerage statements
Mortgage interest and property tax statements
Student loan interest statement(s) – Form 1098E
Schedule K-1 (partnerships, S-corps, etc)
Profit and Loss Statements (sole proprietorships, partnerships, corporations, LLC)
Estimated tax payments (federal and state) – for sole proprietors, partners, and S-corp shareholders
Retirement distribution statements – Form 1099R
Social security and unemployment benefit tax statements – Form 1099G
Bank interest income statement(s)
Health insurance statement(s)
IRA and HSA contribution statements – Form 5498
HSA distribution statement – Form 1099SA

Charitable contribution acknowledgement letters (churches, non-profits, etc)
Non-cash charitable donation receipts (Goodwill, Salvation Army, Brown Elephant, etc)