2016 Individual Taxpayer Organizer

Ermanas Tax Services

731.824.3030 Humboldt
731.478.6176 Dyersburg
cindytaxes@msn.com
www.cindymccann.com

Name of Taxpayer			SS# – –	
First *M.I.* *Last*		Email		
Occupation	Date of birth / /		Are you new to our firm? ❑ Yes ❑ No	
Address	City		State	Zip
County	Home phone ( )		Work or cell ( )	
Name of Spouse			SS# – –	
First *M.I.* *Last*		Email		
Occupation	Date of birth / /		Are you new to our firm? ❑ Yes ❑ No	
(Enter information below only if different from Taxpayer)				
Address	City		State	Zip
County	Home phone ( )		Work or cell ( )	

If you moved during 2016, enter your previous address. Did you move more than 50 miles commuting distance as a result of a new job? ❑ Yes ❑ No	Date of move / /

Filing status: ❑ Single ❑ Married Filing Jointly ❑ Married Filing Separately ❑ Widow(er) ❑ Head of Household ❑ Unsure

Were you divorced or separated during the year? ❑ Yes ❑ No Were there any deaths in the family? ❑ Yes ❑ No

Have you received any notice from the IRS or state revenue department within the past year? ❑ Yes ❑ No

Same-sex married couples are required to file as Married Filing Jointly or Married Filing Separately for federal returns, regardless of where the married couple lives. Same-sex married couples may also want to file amended returns for prior tax years.

Names of dependent children *Child's full name*	*Social Security #*	*Date of birth*	*Months lived in home in 2016*	*Relationship to taxpayer*	*College student?*
	– –				
	– –				
	– –				
	– –				

Did any of the children have income above $1,050 for the year? ❑ Yes ❑ No Do any of the children have a disability? ❑ Yes ❑ No

Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2016? ❑ Yes ❑ No

Other dependents or people who lived with you

Name	*Social Security #*	*Date of birth*	*Relationship*	*Income*
	– –			
	– –			

If you are due a refund, would you like your refund ❑ mailed (snail-mail) or ❑ directly deposited (please provide a voided check)

If filing joint, the bank account needs to be a joint account. Some banks to do not allow deposits of joint refunds into single accounts.

State information ❑ Full-year resident ❑ Part-year resident ❑ Nonresident

States of residence during 2016 and dates County

School district: Do you rent or own your home? ❑ Rent ❑ Own

Questions—All Taxpayers "You" refers to both taxpayer and spouse — enter "?" if unsure about a question.

Lifest	❑ Yes ❑ No	Are either you or your spouse legally blind?
	❑ Yes ❑ No	Did you pay or receive alimony in 2016? *Paid/Received* $ *Recipient's SS#*
	❑ Yes ❑ No	Did you have health insurance coverage? Please complete the **Health Care Checklist**.
	❑ Yes ❑ No	Did you pay anyone for domestic services in your home that was not employed by another company? If yes, complete the Information Requirements for **Household/Domestic Worksheet**.
	❑ Yes ❑ No	Did you purchase a new energy-efficient car, truck, or van? If yes, please provide purchase documents.
	❑ Yes ❑ No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?
	❑ Yes ❑ No	Are you a member of the military?
	❑ Yes ❑ No	Were you a citizen of or live in a foreign country, or receive income from a foreign investment or bank account in 2016?
	❑ Yes ❑ No	Would you like to allow your tax preparer or another person to discuss your return with the IRS? *Designee's name* *Phone number* ( ) *PIN (any five digits)*
Children & Education	❑ Yes ❑ No	Were any children born or adopted in 2016?
	❑ Yes ❑ No	Did you pay any college tuition or interest on a student loan for a child, a dependent or yourself?
		Please provide 1098-T (Tuition) / 1098-E (Interest) issued by college or lender. Also complete ***education worksheet***.
	❑ Yes ❑ No	Did you pay for child or dependent care so you could <u>work</u> or go to <u>school</u>?
		Please provide receipt of payment that includes: Name of provider, Address, EIN/SS # of provider, Name of dependent(s) and Amount(s) paid
	❑ Yes ❑ No	Do you have any children who earned more than $2,100 of investment income?
Investments	❑ Yes ❑ No	Did you, or will you, contribute any money to an IRA for 2016? (Roth or Traditional) **<u>Not</u>** through employer.
	❑ Yes ❑ No	Did you roll over any amounts from a retirement account in 2016?
	❑ Yes ❑ No	Did you sell or transfer any stock or sell rental or investment property? Provide **1098-B/Consolidated 1099's**
	❑ Yes ❑ No	Did you have any investments become worthless or were you a victim of investment theft in 2016? Provide details.
	❑ Yes ❑ No	Were you granted, or did you exercise, any employee stock options during 2016? Provide details.
Deductions	❑ Yes ❑ No	Did you pay any interest on a loan for a boat or RV that has <u>living quarters</u>? If yes, provide details.
	❑ Yes ❑ No	Did you pay sales taxes on a major purchase in 2016, such as a vehicle, boat, or motorcycle? If yes, provide **purchase receipt**.
	❑ Yes ❑ No	Did you have any uninsured loss to your property in 2016? Provide details.
Business	❑ Yes ❑ No	Did you work from a home office or use your car for business? Download **Home office worksheet**.
	❑ Yes ❑ No	Did you receive any income from an installment sale? Provide details.
	❑ Yes ❑ No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture? Provide details. Please complete the **business organizer** or **farm organizer** as applicable.
	❑ Yes ❑ No	Do you own rental property? Please complete the rental worksheet.
Home	❑ Yes ❑ No	Did you purchase or sell a main home during the year? If yes, provide closing statement.
	❑ Yes ❑ No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, when did you receive the credit? How much was the credit? How much do you have to pay back? (i e the 7500 one)
	❑ Yes ❑ No	Did you refinance a mortgage or take a home equity loan? If yes, provide closing statement.
	❑ Yes ❑ No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?
	❑ Yes ❑ No	Did you make any new energy-efficient improvements to your home? Please provide proof of purchase(s).
Other	❑ Yes ❑ No	Did you engage in any Bit-Coin or other virtual currency transactions?
	❑ Yes ❑ No	Did you engage in online gambling with more than $10,000 in an account?
	❑ Yes ❑ No	Did you have any accounts outside the USA? If yes, please explain. May need value of accounts.
	❑ Yes ❑ No	Did you have an interest in any account outside the USA? (Pension / Trust / Annuity)
	❑ Yes ❑ No	Did you receive a distribution from, or were you the grantor of, or transfer to, a foreign trust?
	❑ Yes ❑ No	Is either spouse a teacher, instructor, counselor, principal or aid for a K-12 school and work at least 900 hours during the year? If yes, please provide total expenses for books/supplies that were not reimbursed. __________. Max. $250 each.
	❑ Yes ❑ No	Did either spouse contribute to a Health Savings Account (not through employer)? If yes, provide statement.
	❑ Yes ❑ No	Did either spouse pay for health insurance as a self-employed business owner? If yes, provide statement.
	❑ Yes ❑ No	Do you have an IRS – PIN, as a result of identity theft?
	❑ Yes ❑ No	Do you have federal debt which is overdue, being collected and is the responsibility of only one spouse?

Tax Preparation Checklist

Please provide the following documentation:

❑ All Forms W-2 (wages)	❑ 1099-INT / 1099-DIV (interest / dividends)	❑ Schedules K-1 from partnerships
❑ 1099-R (pensions and IRA distributions),	❑ 1099-B (proceeds from broker or barter transactions)	❑ Completed Individual Income Tax Organizer
❑ Form 1095-A, 1095-B, 1095-C (health insurance substantiation)	❑ Copy of the closing statement if you bought or sold real estate	❑ Education Forms
❑ If you are a new client, provide copies of last year's tax returns. (Federal and State as applicable)	❑ Additional organizers as applicable (Business, rental, vehicle, etc…)	❑ Daycare forms

❑ List of itemized deductions: You may complete the itemized deductions worksheet in addition to providing the mortgage interest statements, tax statements and charitable statements. If you do not have additional information, other than the mortgage and charity statements, then you do not need to complete the itemized deductions worksheet. You may use the worksheet to determine if you have any potential deductions.

Please note: For charitable deductions, we are required to have a copy of acknowledgement letters for charity donations of $250 or more. For more information on the charity requirements you can view our website downloads page and click on charity info.

Additional information:

Notes:
- Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.
- Work clothing is not deductible if adaptable for every day wear. Exception for safety equipment, such as steel-toe boots.
- Legal expenses are deductible only if related to producing or collecting taxable income.
- Expenses to enable individuals, who are physically or mentally impaired, to work are generally deductible.

Estimated Tax Payments—Tax Year 2016

Installment	*Date paid*	*Federal*	*Date paid*	*State*
First		$		$
Second		$		$
Third		$		$
Fourth		$		$
Amount applied from 2016 refund?		$		$
Total		$		$

Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions
- Significant change in income or deductions
- Job change
- Marriage
- Attainment of age 59½ or 70½
- Sale or purchase of a business
- Sale or purchase of a residence or other real estate
- Retirement
- Notice from IRS or other revenue department
- Divorce or separation
- Self-employment
- Charitable contributions of property in excess of $5,000
- Gifts (over $14,000 to an individual)