



CLIENT TAX ORGANIZER

DO YOU HAVE ANY OF THE FOLLOWING

INCOME SOURCES CHARITABLE

- W2's / 1099-INT / 1099-DIV
- State Tax Refund Received for last year
- Sales of Stocks/Bonds / Personal Property / Residence
- Social Security and/or Retirement Benefits
- Partnership and/or Trust Income
- Gambling/Lottery Winnings
- Alimony Received
- Rents and Royalties
- Sale of Personal and/or Other Properties
- Unemployment Compensation / Other Compensation
- 1099K - cash transaction apps (i.e. venmo; zelle; etc.)

ADJUSTMENTS TO INCOME

- Self-Employed Pension Plans / Health Insurance Premiums
- RA Contributions
- Educator Expenses
- Student Loan Interest
- Moving Expenses
- Alimony-recipient's Full Name & Social Security No.

MEDICAL

- Transportation Miles and/or Lodging Expenses
- Prescriptions out-of-pocket
- Weight Loss & Stop Smoking Programs
- Home improvements for medical reasons
- Mental Health
- Health / Long Term Care Insurance Premium
- Doctor, Dental, Optical, Chiropractors Office Fees
- Hearing aids, Batteries, Eyeglasses
- Co-Pays for Insurance

TAXES

- State & Local Income Tax Payments
- Last Year's state return and/or extension payment amounts
- Estimated Taxes Paid to Federal & State (Dates & Amounts)
- Real Estate and Personal Property Taxes Paid

INTEREST YOU PAID

- Settlement and/or Closing Statements on homes purchased or sold
- Mortgage interest (Purchases and/or Re-Financed) Form 1098
- 2nd Home Mortgage and/or Equity Loan Interest
- Points Form 1098 or unreported interest paid
- Investment Interest

CHARITABLE CONTRIBUTIONS

(Made to Qualified Non-Profit Organizations)

- Cash and / or Check Contributions
- Volunteer Uniform Expenses
- Volunteer Mileage
- Non-Cash Donations

JOB EXPENSES AND MISC. DEDUCTIONS

- Un-reimbursed Employee Job Related Expenses
- Uniforms / Job Travels / Union Dues / Job Education
- Safety Deposit Box
- Gambling Losses
- Professional Journals / Licenses
- Tax Return Preparation Fees
- Job-Seeking Expenses
- Casualty and Theft Losses and / any Reimbursements

CHILD CARE EXPENSES

- Child & Dependent Care Expenses:
- Include Full Name Address, Social Security Number and/or ID Number (EIN) of Provider(s)
- Do you have household employee(s)?
- Amount Paid for Each Dependent (under 13 or Disabled)

QUALIFIED EDUCATION EXPENSES

- Tuition and Fees
- Books / Room & Board if using Education IRA Monies
- Amount of Education IRA Monies used
- Scholarships Received
- 1098-T from Educational Institution
- Contribution to Missouri MOST Program (or other 529 plan)

SELF-EMPLOYED INFORMATION

- Gross Receipts & Sales
- Returns & Allowances
- Costs of Goods Sold
- Direct Expenses: (Ex: Advertising, Insurance, Repairs, Supplies Utilities, Wages)
- Itemized and listed by category
- Business & Farm Expenses: Listed by category
- Any Household Employee Information (if paid over \$1400)
- Business In Home Expenses
- Mileage or Actual Expenses for Vehicles
- Depreciation Items / Assets

NOTE: This checklist is provided as a *guide* and may not be complete for every taxpayer.