

2018 Tax Organizer

For Clients of Erpelding, Voigt & Co., L.L.P.

This tax organizer is provided for you to assemble information needed to prepare your 2018 individual income tax return or it can be used to remind you of deductions, changes, etc. that may apply to you. Use your 2017 tax return as a starting point to compile your 2018 tax information. If you are required to prepare and file 1099 forms for certain expenditures \$600 and over, a worksheet is also available from EV & Co., L.L.P. to summarize this information. If you are a farmer, a farm tax worksheet is also available from EV & Co., L.L.P. to summarize farm income and expenses.

Please furnish us with any notices, penalties or correspondence from the Internal Revenue Service or from state income tax authorities. Also, please furnish us with details of any unusual transactions of income or expense.

Personal Information

Name _____

Did your marital status change during the year? **Yes** **No**
If yes, please explain _____

Did your contact information change from last year? **Yes** **No**
If new address, please provide new county & school district _____
Please confirm email address _____

Please provide the bank name and last four digits of the account used for direct deposit of refunds:

_____ _____
If this account has changed, please provide our office with a voided check.

Were there any changes in dependents from the prior year?* **Yes** **No**
Please enter dependent changes below:

<u>Add/Delete</u>	<u>Name</u>	<u>Social Security #</u>	<u>Birth date</u>	<u>Son/Daughter</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* An eligible dependent generally includes your unmarried child who is under age 19 or who is a full-time student under age 24, lived in the same principal place of abode for more than one-half of the taxable year and meets a relationship test of taxpayer's son, daughter, stepson, stepdaughter, brother, sister, stepbrother, stepsister or a descendant of such individual, adopted children and certain foster children.

ESTIMATED TAX PAYMENTS PAID FOR 2018 INCOME TAXES:

(Please complete if you paid estimated tax payments)

FEDERAL ESTIMATED TAX PAYMENTS

STATE ESTIMATED TAX PAYMENTS

<u>Due Date</u>	<u>Actual Date Paid</u>	<u>Amount</u>	<u>Due Date</u>	<u>Actual Date Paid</u>	<u>Amount</u>
4/17/18	___/___/___	\$ _____	4/30/18	___/___/___	\$ _____
6/15/18	___/___/___	\$ _____	7/02/18	___/___/___	\$ _____
9/17/18	___/___/___	\$ _____	10/01/18	___/___/___	\$ _____
1/15/19	___/___/___	\$ _____	1/31/19	___/___/___	\$ _____

IF ANY OF THE FOLLOWING INCOME OR DEDUCTIONS APPLY, BRING ALL APPLICABLE FORMS:

- Wages - *W-2*
- Interest income - *1099-INT*
- Dividend income - *1099-DIV*
- Taxable refunds - *1099-G*
- Alimony received \$ _____
- Business income & expenses
- Sale of stocks/investments - *1099-B*
- Sale of personal residence - *closing statement*
- Sale of other property
- IRA distribution - *1099-R*
- IRA converted to ROTH IRA - *1099-R*
- Pension, annuity, SEP, KEOGH distribution - *1099-R*
- Rental income & expenses
- Partnership income or loss - *K-1*
- S corporation income or loss - *K-1*
- Estate or trust income or loss - *K-1*
- Farm income & expenses
- Unemployment compensation - *1099-G*
- Social Security Payments - *1099-SSA*
- Gambling winnings - *W-2G*
- Miscellaneous income - *1099* (Disability, Directors fees, Non-employee compensation, Prizes, other)
- Educator expenses (K-12 teacher works at least 900 hours) \$ _____
- Health savings account deduction - *1099-SA*
- Moving expenses (*Are you US military on active duty who moved pursuant to a military order? If so, provide transportation and storage expenses, travel and lodging, mileage, and any amount reimbursed for moving expenses*).
- Self-employed Keogh, SEP, SIMPLE plan deductions \$ _____
- Alimony paid \$ _____ Name _____ SSN _____
- IRA Contribution applied to tax year 2018:

	Traditional	Roth
Taxpayer	\$ _____	\$ _____
Spouse	\$ _____	\$ _____
- Student loan interest - *1098-E*
- Tuition & fees deduction / Education Credits - *1098-T* - textbook expense \$ _____
- Child and dependent care expenses - *provide receipt from person or organization who provided the care. Make sure the receipt includes:*
 - *Name, address, Federal ID or SSN of provider*
 - *Amount paid*
 - *Names of children in child care*
- Health Care responsibility / Premium Tax Credit - *1095-A, 1095-B or 1095-C*
- College Savings Iowa (or other 529 Plan) - *please provide statement or letter from plan*
- IA Tuition & Textbook Expense (K-12 students only) - \$ _____
- MN Education Expense (K-12 students) - *please provide each child's grade and qualifying expenses*

BUSINESS USE OF HOME

Note—self-employed individuals who deduct expenses for the business use of their home will need to determine the area used exclusively for business and the total area of the home to properly complete information requested on your tax return:

Square footage used exclusively for business: _____

Total square footage of home: _____

Please provide total expenses for home:

Insurance \$ _____

Repairs \$ _____

Utilities \$ _____

IF ANY OF THE FOLLOWING TYPES OF ITEMIZED DEDUCTIONS APPLY, PLEASE FURNISH DETAILS:

MEDICAL & DENTAL EXPENSES:

Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for every month of 2018 for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. (If No, please attach an explanation). Yes No

Did anyone in your family qualify for an exemption from the health care coverage mandate? (If Yes, please attach an explanation). Yes No

Medical and dental expenses \$ _____ Prescription drugs \$ _____
Long-term care (nursing home) expenses \$ _____
Medical insurance premiums Taxpayer \$ _____ Spouse \$ _____
Long-term care (nursing home) premiums Taxpayer \$ _____ Spouse \$ _____
Medical miles driven _____ @ \$.18 \$ _____

TAXES YOU PAID—Will be limited to \$10,000 for federal purposes:

Property taxes on personal residence \$ _____ Property taxes on 2nd residence \$ _____
Non-business vehicle licenses \$ _____
Sales tax paid on major purchases (cars, boats, home improvements, etc.) \$ _____

INTEREST YOU PAID:

Interest on personal residence paid to bank - 1098 \$ _____
Interest on personal residence paid to bank not on Form 1098 - provide statement \$ _____
Interest on personal residence paid to individual \$ _____
List that person's name, address & SSN below:

Qualified mortgage insurance (PMI) \$ _____
Investment interest (list):
_____ \$ _____
_____ \$ _____

Note - personal interest expense is not deductible - i.e. credit card interest, personal auto loans, etc.

Home Equity Line of Credit (HELOC) interest is only deductible if the loan proceeds were used to buy, build or substantially improve your main home or second home. For example, interest on a home equity loan used to build an addition to an existing home is typically deductible, while interest on the same loan used to pay personal living expenses, such as a credit card debts, is not.

GIFTS TO CHARITY:

Cash or check \$ _____ Non-cash (property) \$ _____
Volunteer miles driven _____ @ \$.14 \$ _____

Note - contributions of \$250 or more require written receipt no later than the date the return is filed or the due date, whichever is earlier. If non-cash donations total more than \$500, please provide receipts for non-cash donations (Goodwill, Salvation Army, etc.)

CASUALTY AND THEFT LOSSES—Must Be The Result of a Federally Declared Disaster:

Losses - subject to \$100 floor and 10% of AGI limits \$ _____

OTHER ITEMIZED DEDUCTIONS:

Gambling losses \$ _____
Unreimbursed employee miles driven _____ @ \$.545 \$ _____
Unreimbursed employee expenses \$ _____ Union dues \$ _____
Tax preparation \$ _____ Safe deposit box rental \$ _____
Investment expenses \$ _____ Job hunting expense \$ _____