Tax Organizer

Trail CPA

Our team prepare tax returns in the order that we receive them. In order for your return to have the best chance of being filed by the April 15th deadline, we need your tax documents as soon as you can, at the latest by March 15th.

	Name	SSN or ITIN	Date of Birth
Taxpayer	____________	____________	____________
Spouse	____________	____________	____________

New clients - *Please provide a copy of last filed return if not already received*

If info didn't change from last tax return, please skip

	Occupation	Blind	Disabled
Taxpayer	____________	☐	☐
Spouse	____________	☐	☐

Street Address ____________

Phone Number ____________

Email Address(es) - Required for E-Signatures

Taxpayer ____________

Spouse ____________

Filing Status (Circle one if there were changes)

Single	Married Filing Joint	Married Filing Separately	Head of Household	Qualifying Widow(er)
☐	☐	☐	☐	☐

Dependents (Required yearly items are starred)

Name*	Relationship	Date of Birth	SSN	Months lived with you*	Full time Student?*

Refund/Balance Owing

Please provide bank account if you would like to receive your refund/pay your balance through your return

We will confirm amounts before filing

Bank Account Type (Checking or Savings) ____________

Routing Number ____________

Account Number ____________

Owner of Account ____________

Is the account outside the jurisdiction of the United States? Yes ○ No ◉

Identification Information

Optional - Required for AL, CA, IL, KS, LA, NY, OH, VA, WI state tax returns

*For NY, please provide a copy of the front and back of your ID

Taxpayer		**Spouse**	
Type of ID (Drivers license, state ID, etc)		Type of ID (Drivers license, state ID, etc)	
ID Number		ID Number	
Location of Issuance		Location of Issuance	
Issue Date		Issue Date	
Expiration Date		Expiration Date	

Personal Information Questionnaire	**Yes**	**No**
Were you a victim of identity theft? If yes, the IRS provides an annual 6 digit ID pin? If Yes, please provide	○	◉
Were you (or your spouse if filing MFJ) a nonresident alient for any part of the year?	○	◉
Do you have any outstanding IRS notices that we should be aware of?	○	◉
Do you have any children age 18 or under (or student under age 24) who had unearned income of more than $2,500?	○	◉
If any of your children are required to file a return, do you elect to report your child's interest and dividends on your return?	○	◉
Did you have a gift of more than $17,000 to one or more people?	○	◉
Did you sell a home? If yes, please provide details (You may have got form 1099-S)	○	◉
Do you intend to buy or refinance your home this upcoming year?		
Did you earn any foreign income or pay any foreign taxes? Excluding those already included in brokerage 1099 statements?	○	◉
Do you have a health savings account (HSA) Form 5498-SA, Archer MSA or Medicare Advantage (MA) MSA?	○	◉
Required Questions:		
Did you have a financial account in a foreign country (i.e. bank account, securities account, etc.)?	○	◉
Did you have any debt forgiven (i.e. student loans, home mortgage, etc.)?	○	◉
Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	○	◉
Do you have health insurance from a Government Sponsored Marketplace? (Ex WA Apple Health, etc) - If yes, please provide 1095-A form	○	◉
We work closely with financial advisors, estate attorneys, business attorneys, mortgage brokers, real estate, and many other professionals. If you need a referral, let us know!	○	◉

List of Common Docs and Sources of Income

Personal Income Statements - W-2, 1099
Unemployment Income or State/Local Tax Refunds - 1099-G
Investment Income - 1099-INT, 1099-DIV, 1099-B, Schedule K-1
Retirement Distributions - 1099-R & 5498
Pension / IRA / Annuity Form 1099-R
Social Security / RRB Income SSA-1099 and RRB-1099
IRA Contributions Form 5498

Various 1099 investment forms (-INT, -Div,-B, etc Cryptocurrency transactions, Annual brokerage statements)
Estimated Taxes - Please provide date of payments and amount paid to IRS/State
Other Misc - K-1, Alimony Received, Gambling Winnings, Jury Pay, etc.

Links for additional worksheets

Rental Properties, Schedule C businesses, Home office deductions, engagement letter, etc.
www.trailcpa.com/resources

Potential Tax Saving Items

Standard Deduction for Single Filing - $13,850 Married Filing Jointly - $27,700 However, if you paid for mortgage interest, property taxes, and other expenses listed below we may want to Itemize if itemized deductions are higher than the Standard Deduction

	Yes	No
Did you pay for any education expenses for college tuition (Form 1098-T) or student loan interest statements (Form 1098-E)?	○	◉
Did you have any Homeowner expenses (Mortgage Interest - Form 1098), property taxes, energy upgrades (solar, efficiency upgrades, etc)?	○	◉
Did you have medical/dental expenses? Provide if > 7.5% of income	○	◉
Did you have gifts to charity? If so, please provide	○	◉
Did you purchase an item this year where you paid a large amount of sales tax?	○	◉
Did you contribute to HSA or Archer Medical Savings Account?	○	◉
State taxes only - Did you contribute to a college 529 plan?	○	◉
Did you have any Child and Dependent Care Expenses?	○	◉
Moving expenses - only applicable for armed forces	○	◉
IRA contributions - W-2 jobs will already contributions through work, otherwise please provide details (amount, roth vs traditional, account type (IRA, SEP, etc)	○	◉
Prior year tax preparation fees (can be partially deducted for business/Rentals/etc.)	○	◉
Other misc - Adoption costs, first time homebuyer credit, etc.	○	◉

Additional Comments