

TAX SUMMARY SHEET & ORGANIZER

Maximize Your Refund...Get It Back Fast!
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 Atlanta, GA 30317
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Taxpayer Name: _____
Social Security#: _____
Spouse's Name: _____
Social Security#: _____
Home Address: _____
City/State/Zip: _____
Home Phone: _____
Business Phone: _____
Cellphone: _____
Email Address: _____
Email Address: _____
Taxpayer Date of Birth: _____
Spouse Date of Birth: _____

If you are **not** the custodial parent of your child, you must bring Form 8332 signed by the custodial parent for attachment to your tax return when claiming the child on your tax return. Need the Form? Go to www.aacctax.com, print Form 8332, get signature and bring along for your tax preparation. First time using our services? We must have birth certificates for each child claimed.

<u>Dependents Names & Social Security#</u>	<u>Relationship to You</u>	<u>D.O.B.</u>	<u>Months Lived W/you</u>

Are you or your spouse Disabled or Legally Blind?
 Yes No: Date disability or blindness began: _____
Are you a legal resident of the U.S.? YES NO; If no, do you have a work VISA or an ITIN? YES NO _____

Are you enlisted in the Military? YES NO
Have you served in a designated "war zone"? YES NO

SOURCE OF INCOME: Include W-2, 1099R, 1099Misc., interest, dividends, gambling winnings, scholarship/stipends, social security, juror payment, unemployment, stock sales, etc.	DATE OF TRANSACTION, IF STOCK TRADE OR RETIREMENT WITHDRAWAL	AMOUNT RECEIVED	IS SOURCE OF INCOME ACCOUNT JOINT OR INDIVIDUAL?	CHECK THIS BOX IF YOU HAVE FORM RECORDING THIS INCOME

Were you or your spouse or your child a student during the prior tax year? YES NO; if yes, where did you attend school & what year of study? _____ Do you have Form 1098-T? YES NO; if yes, you must bring with you to your appointment date; if no, please secure this document, we must have it to process your/your dependent education credit. How much did you pay for books, laptops & materials beyond tuition costs? _____ Date laptop purchased _____

Did you pay tuition using funds received from an education savings plan? YES NO; if yes, how much? _____

Did you or spouse pay interest on a student loan last year? YES NO; if yes, how much? _____

Have you established a 529 Education Plan for a child? YES NO: If yes, how much did you contribute? _____

Did you redeem a Series EE Education Bond for use in paying your dependent child's tuition? YES NO

Did you contribute to a 401K through work or to a traditional IRA account? YES NO: If yes, how much? _____

Did you purchase a new home for personal use last year? YES NO; If yes, bring closing document.

Did you purchase a new vehicle last year? YES NO; if yes bring bill of sale.

Did you rollover a qualified retirement plan to an in-plan ROTH IRA last year? YES NO; if yes, bring Form 5498.

Did you withdraw money from your 401k or IRA account in last year? YES NO

ITEMIZED DEDUCTIONS		ITEMIZED DEDUCTIONS	
MEDICALS	Amount Paid		Amount Paid
Premiums –Health, Hospital, Eye, Dental, Medicare, Long-term care, Cancer		INVESTMENT INTEREST (investment interest paid)	
Prescription Drugs			
Doctor/Clinic/Hospital Deductible and co-pays		MISCELLANEOUS DEDUCTIONS	
Hospitals, nursing homes, nursing care, lodging expense		Attorney fees paid to protect taxable income	
Psychotherapy, psychological counseling		Business Gifts & other (2106)	
Eyeglasses, eye exam, contacts, hearing aides, batteries, etc.		Employee Business Expense (e.g., Entertainment and Meals, License fees, credentials, Tools, equipment, teacher supplies for classroom, etc.)* see mileage info on page 3	
Lab & x-rays			
Equipment and supplies-		Uniforms, maintenance, safety or professional shoes	
Medical mileage: Total medical miles traveled		Employer required phone, pager, cell phone for on-call employees (business calls only)	
Long distance/toll Phone calls to Doctors,Hospital, etc.		Employment related education and seminars –Tuition/fees— Books/supplies (CPE)	
Special Transportation cost for disabled		Insurance – Business E&O, Malpractice, etc.	
TAXES		Gambling losses (limited to winnings)	
Real estate taxes on personal residence		Dues: Union/Professional	
Real estate taxes on other real property including land		Retirement account annual fees paid (e.g. IRA, 401k, or KEOGH)	
Vehicle license ad valorem tax (on car tags, etc.)		Job seeking expenses: resumes, postage, etc. (see mileage info on page 3)	
State taxes withheld last year		Safe Deposit Box fee (not PO Box)	
Did you Purchase new Vehicle? If yes how much was sales tax on vehicle		Tax Preparation and consult fees	
MORTGAGE INTEREST		Other:	
Primary loan interest			
Secondary or equity interest; if home equity exceeds \$100k, show value of loan here:			
Did you refinance last year? YES NO; Bring closing statement for refinance			
Did you pay Mortgage Insurance Premiums last year? How Much?			
CHARITABLE DONATIONS		CHILD CARE EXPENSES (please bring a statement from the provider which includes their address and tax ID number)**	
Church/Temple/Mosque		Provider Name and Address	SSN/EIN
Payroll deduction or IRA distribution to charity:			Amount Paid
Scout cookies/PTA, etc.			
Red Cross, Cancer Society, etc.			
Charitable mileage for non-profit volunteerism		**see required document list at end of this summary worksheet	
Non-reimbursed expense connected to a charitable operation/volunteer activity		MINISTERS – Was a Housing Allowance designated on your behalf for the previous tax year? YES NO; if yes, in what amount? \$	
Non-Cash donations- Goodwill, Salvation Army, Kidney Foundation, etc.		Did you request from IRS to be exempted from social security tax? YES NO: If yes, please bring the letter of exemption received from IRS.	
Did you donate an automobile to charity? YES/NO What was book value of vehicle? Year, make and model of vehicle: _____ You must provide us with an acknowledgement of donation from donee organization, Form 1098-C		Do you have expenses related to your ministerial duties? (Cleric robes, mileage { see mileage sheet on page 3 }, books/journals, conference fees, license fees, occasional labor expense, cell phone, etc.)	
Were in a declared Federal Disaster Area last year? Yes No; If yes, how much damage did you incur? What was damaged?			

HOME OFFICE OR DAYCARE EXPENSE

Total Square Footage of House: _____

Total Square Footage for Office(s): _____
Home Office Expense



Will You Qualify For the New Simplified Home Office Option? An up to \$1,500 home office write-off!

Amount Paid During Entire Year

Condo Management or Homeowners Association Dues Paid
Insurance Paid (renters or homeowners)
Lease or rental Payment
Maintenance and Cleaning affecting Home Office Mortgage Interest Paid
Property Taxes Paid
Repairs to Home affecting Office
Security Alarm
Telephone (dedicated line for business or special services on common line)
Utilities (electric, gas, water, sanitation)

Business or Employee Business Expense

Business automobile expense deductions require maintain of a mileage log by taxpayers. If your employer reimburses your mileage, there is no deduction using mileage expense. If you are self-employed, you may take a deduction for either “actual” or “mileage” expense. Regardless of which you exercise, you will need to keep a mileage record, at the very least a record of beginning year mileage and ending year mileage for a vehicle owned and/or used exclusively for business. If you choose to keep a receipts and records of actual expense, maintain detailed records including gas, oil changes, auto repair, insurance, tires, car washes, bill of sale, etc.

There are numerous events for which you may deduct a mileage expense deduction:

Qualifying Mileage Activity	Vehicle 1	Vehicle 2
Employee Business Mileage not reimbursed by Employer		
Distance between fulltime and part-time job		
Distance from job to school		
Investment/tax preparation		
Job search mileage		
Parking fees paid		
Professional Meetings/training/conferences		
Rental property Visits (if multiple properties, itemize per property)		
Self-employed Business mileage, including cleric’s ministry mileage		
Temporary job site		
Toll charges and Parking Fees paid (self employed or off-site employee expense only)		

Business travelers should also maintain records of lodging and meals for travel out-of-town (more than 50 miles from home and/or overnight stay, in accordance with recent changes, if you can show local expense were necessary to the conduct of business, you may deduct those expenses as well).

Truck Drivers



Owner-operators/single member LLC

Don’t forget to gather load sheet information, odometer readings, beginning year miles and ending year miles; related truck expenses include repairs/parts, new tires, fuel, truck wash, computer terminal fees, scale fees, tags/license/permits/placard fees, insurances, highway use/fuel taxes, tolls, equipment/tools, lumper/load fees, incidentals such as safety boots, work gloves, uniforms, drug testing expense and lodging, meal and entertainment expenses and driver/contractors paid.

SELF-EMPLOYMENT

Is your business a sole proprietorship or a corporation (C-corp or with S Election), an LLC or partnership? If yes to any, please specify type and advise your tax professional. If other than sole proprietor or LLC disregarded entity, use corporation tax summary sheet.

	Taxpayer	Spouse
INCOME/GROSS RECEIPTS		
OTHER INCOME		
TOTAL INCOME		

Cost of New Inventory		
Cost of Items Used for Personal Use		
Value of Inventory on hand at End of Year		
Returns and Refunds		

BUSINESS EXPENSES	TAXPAYER	SPOUSE
Advertising		
Bank Charges		
Car Expenses		
Commissions Paid		
Donations (value of inventory)		
Dues & Pubs		
Freight & postage		
Gifts Business (not exceed \$30 per person)		
Insurance, Liability		
Interest-mortgage		
Interest-other		
Legal/Prof Exp		
License or Permits		
Office Expense		
Rent-equipment		
Rent-auto		
Rent-Office		
Rent-Other		
Repairs		
Supplies		
Taxes-payroll		
Taxes-sales		
Taxes-property		
Travel		
Entertainment		
Phone/cell/pager		
Utilities		
Wages and contractor fees		
Seminars		
Occasional Labor		
Other: Retirement Plan Contribution		
Other: uniforms, laundry, food, etc.		

List any assets such as furnishings, computers or equipment you purchased; include cost and date of purchase.

RENTAL PROPERTY

Rental Income & Expenses – If the property was purchased or converted to rental use this year, provide purchase settlement and county tax bill.

Property	Address
1.	
2.	
3.	
4.	

Number of days for personal use:

1.	
2.	
3.	

Use separate sheet for additional properties. Improvements and Replacements include Furniture, Appliances, Carpet, Drapes, Major Repairs or Improvements. Your records should include a list of fixed assets with description, date of purchase and cost for each item.

Rental Property	# 1	# 2	# 3	#4
Income (rent per mth x total mths rented)				
Expenses				
Advertising				
Auto & Travel				
Cleaning & Maintenance				
Commissioners				
Insurance				
Legal & Professional Fees				
Mortgage Interest Paid to Banks				
Other Interest				
Repairs, Carpentry, Hardware: electrical, paint & decorating; Plumbing, Misc.				
Supplies				
Taxes				
Utilities				
Wages & Salaries				
Condo & Mgmt Association Fees				
Telephone				
Improvements & Replacements				
Other:				

*YOUR BUSINESS IS ALWAYS APPRECIATED AT AccuTaxPro.
YOU ARE THE REASON FOR OUR SUCCESS...
OUR SINCERE THANKS!*

Required documentation for Credits and Deductibles

(under new rules, you must bring, email, or fax the following documents to complete your return)

Education Credits: (must bring)

Form 1098-T for you or the qualified dependent you plan to claim on your return: beginning tax year 2012, this form contain data we must include on your tax return this is a **MUST HAVE DOCUMENT!**

Child Care Credit:

Statement from childcare provider which contains name, address, and tax identification number of your provider. **WE MUST HAVE THIS INFORMATION!**

Child Tax Credit for Qualified Dependent or Earned Income Credit

Taxpayers claiming a child who is not your biological or legally adopted child must provide the following documentation to claim the child tax credit or earned income credit on your return: *(exception, prior year customers who have previously provided copies of these docs)*

- Birth Certificate of qualifying child
- Fosterchild placement record or statement
- An explanation of why parents are not claiming the child (child must have resided with claiming taxpayer more than 6 months to satisfy residency requirement and have provided more than ½ support of the child-see next column)

For Earned Income Credit Eligible Customers: If you qualify to receive earned income tax credit (EITC), a refundable credit, you must bring at least two of the following documents in each category before we can transmit your return.

Establish proof of residency for your qualifying child with two of following docs:

- School records or statement
- Landlord or property management statement
- Health care provider statement
- Medical records
- Child care provider records
- Placement agency statement
- Social service records or statement
- Place of worship statement
- Indian tribal official statement
- Employer statement

Establish disability of a qualifying child (you may claim this child for EIC regardless of the age of child) with two of the following docs:

- Doctor statement
- Other health care provider statement
- Social services agency or program statement

Establish legitimacy of self-employment Income with the following documentation:

- Bank statement of business account
- record or ledger of income earnings
- Form 1099-M- non-employee compensation
- record of business income/expenses
- Business License