

HOGAN • HANSEN

A Professional Corporation

Certified Public Accountants and Consultants

If we have never prepared your returns before, it is necessary for you to bring in your previous year's income tax return.

2017 INCOME TAX ORGANIZER

	Name	Social Security Number	Date of Birth
Taxpayer			
Spouse			
Address			
Telephone number			
E-mail address			
School district			

Dependents					
Name	Date of Birth	Social Security Number	Relationship	Income over \$1,000	Covered by Health Ins

Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country? (Note: This includes business accounts and accounts you may sign as power of attorney).

Yes No

Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?

Yes No

Please provide the following documents:

- Forms 1095-A, 1095-B, 1095-C
- Forms W-2 for wages, salaries and tips
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, unemployment, etc.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 from partnerships, S corporations, estates and trusts
- Information concerning all other sources of income including commissions, alimony received, jury duty, tips & gratuities, director's fees, bartering, etc.
- If you or your spouse purchased or sold a principal residence in 2017, please include a copy of your closing statement.

If you have a refund on your 2017 return and you want the refund direct deposited into your bank account, do you have the same bank account as last year? Yes No

If not (or if you did not have a refund direct deposited last year), please provide a voided check from that account.

When your return is complete, do you want to pick it up at our office or have it mailed to you? _____

Can we notify you by text message when your return is ready? Yes No

If so, what cell phone number should we use _____

INTEREST INCOME

TSJ	Name of Payer	Ordinary	U.S. Bonds And Obligations	Tax Exempt

DIVIDEND INCOME

TSJ	Name of Payer	Total Ordinary Dividend	Qualified Dividend	Total Capital Gain Distribution

CAPITAL GAINS OR LOSSES

TSJ	Description	Date Acquired	Date Sold	Sales Price	Cost or Basis

RENTAL INCOME

Property description				
Rent income				
Interest (Form 1098)				
Taxes				
Insurance				
Utilities				
Maintenance				
Repairs				

Please provide a copy of the closing statement for rental property purchased or sold in 2017.
Attach a schedule showing any new furnishings or improvements.

INCOME TAX PAYMENTS AND REFUNDS

Were tax refunds received and/or payments made as shown on your 2016 income tax returns?
Please include any IRS or state tax notices received during the year.
Were any refunds received or payments made for tax years prior to 2016?

Estimated Payments

	Federal		State	
	Date	Amount	Date	Amount
1st quarter (due April, 2017)	_____	_____	_____	_____
2nd quarter (due June, 2017)	_____	_____	_____	_____
3rd quarter (due September, 2017)	_____	_____	_____	_____
4th quarter (due January, 2018)	_____	_____	_____	_____

ITEMIZED DEDUCTIONS, CREDITS, AND ADJUSTMENTS

<u>Medical Expenses</u>	
Health insurance premiums paid with after tax dollars	_____
Long-term care premiums	_____
Presc drug coverage premiums	_____
Doctors, hospitals, etc.	_____
Lodging – Number of nights	_____
Dental	_____
Glasses and contacts	_____
Hearing aids	_____
Presc. drugs and insulin	_____
Medical mileage - number of miles	_____
Ins. reimbursement	_____

<u>Contributions</u>	
Cash contributions supported by cancelled check or receipt	
_____	_____
_____	_____
_____	_____
_____	_____
Charitable miles driven	_____
Written substantiation from the charitable organization is required for contributions over \$250.	
Other than cash (if over \$500, need to show when and how acquired, cost and how valued):	
_____	_____
_____	_____
_____	_____
_____	_____

<u>Taxes</u>	
Property taxes	_____
Car license - Amount	_____
No. of cars	_____
Sales tax on major purchases (car, boat)	_____
Other:	_____
_____	_____

<u>Miscellaneous</u>	
Employment related:	
Education	_____
Tools and supplies	_____
Uniforms	_____
Dues	_____
Mileage	_____
_____	_____
_____	_____
_____	_____
Tax preparation	_____
Safe deposit box	_____
Investment expense	_____

<u>Interest</u>	
Home interest (Form 1098)	_____
Home interest paid to individual:	
Amount	_____
Name	_____
Address	_____
Social Security No.	_____
Mortgage insurance premium	_____
Points on mortgage	_____
Investment interest	_____

<u>Adjustments</u>		
Roth IRA contributions	Taxpayer _____	Spouse _____
Regular IRA contributions	Taxpayer _____	Spouse _____
Keogh or SEP contributions	Taxpayer _____	Spouse _____
Health Savings account contribution	Taxpayer _____	Spouse _____
Interest paid on student loans	Taxpayer _____	Spouse _____
Alimony paid – Amount	_____	
Recipient's name and SS no.	_____	
Moving expenses paid	_____	
Educator expenses	_____	

Please provide a copy of the closing statement for purchase and/or sale of your home during 2017.

Child Care Credit			
Name of provider	ID#	Address	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Educational Expenses

Please provide all copies of Form 1098-T and payment history from college.

Tuition and fees paid for higher education

<u>Name of student</u>	<u>Tuition and fees</u>	<u>Course Materials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Iowa Credits, Contributions and Campaign Funds

Tuition or textbook expenses (including extracurricular activities) for a dependent in grades K-12 in a school in Iowa

Name of Student	Amount
_____	_____
_____	_____
_____	_____

For each dependent, list separately: name of school attended, type of expenses, amount paid (for list of eligible expenses go to: <https://tax.iowa.gov/expanded-instructions/tuition-and-textbook-credit-k-12-only-2> or call our office).

Enter the amount you wish to contribute on your 2017 tax return to:

Iowa Fish & Wildlife Fund	Amount	_____
State Fairgrounds Renovation	Amount	_____
Firefighters Fund/Veterans Trust Fund	Amount	_____
Child Abuse Prevention	Amount	_____
Federal Campaign Fund (\$3.00) Taxpayer _____	Spouse	_____
Contribution to Iowa College Savings Fund Taxpayer _____	Spouse	_____

Energy Credit

Did you make any energy efficient improvements to your main home this year?

Yes No

Please provide what was done and the related cost. Examples of improvements that may be eligible for a credit would include insulation, exterior windows, exterior doors, certain furnaces, certain air conditioners, certain circulation fans, solar energy property, qualified metal roofs, wind energy property, and geothermal property. We can discuss if your improvements qualify for the credit with you.