Hartlaub 2013 Tax Organizer

Its not what you earn – its what you keep!

Thank you for taking the time to review and complete our 2013 Tax Organizer. As a licensed CPA firm serving our clients for over 40 years we appreciate your business and strive to do the best for you.

This organizer is an essential part of the tax return process. Tax rules are constantly changing and this information helps us keep up to date with your individual situation. Please take the time to complete it as accurately as possible.

If you are a new client please feel free to call our office for a quote or with any questions. Our fees are competitive, we are open year-round, offer two convenient locations and can complete your return on a 'drop off' or appointment basis.

We look forward to serving you!

TAXPAYER INFORMATION		SPOUSE INFORMATION	
First Name	Initial	First Name	Initial
Last Name		Last Name	
SSN	D.O.B.	SSN	D.O.B.
Occupation		Occupation	
T: Home	Cell	Home	Cell
Email		Email	
Address			

FILING STATUS	
☐ Single	☐ Head of Household
☐ Married	☐ Married Filing Separate

REFUND
Automatic Deposit? ☐ Yes (attach a VOID Check) ☐ No

DEPENDENTS	
Name	
D.O.B.	SSN
Relationship	Months Lived at Home
Name	
D.O.B.	SSN
Relationship	Month Lived at Home

ESTIMATED TAX PAYMENTS				
	FEDERAL		TATE	
	Date Paid	Amount	Date Paid	Amount
Overpayment				
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				

SALARIES & WAGES - *Attach all W-2 forms*		
W-2	Name of Employer	Gross Wages
1		
2		
3		
4		

Referred By:

Name:

Phone:

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OTHER INCOME

INTEREST - *Attach Forms 1099INT* Total $
DIVIDENDS - *Attach Forms 1099DIV* Total $
CAPITAL GAINS - *Attach Forms 1099B, 1099S and year-end brokerage statements with purchase date and cost of each item.*
STATE TAX REFUND - *Attach Forms 1099G*
☐ Check if you did not itemize in prior year
ALIMONY RECIEVED
Payor
Payor's SSN Amount
SOCIAL SECURITY BENEFITS RECEIVED - *Attach Forms SSA-1099*
UNEMPLOYMENT BENEFITS RECEIVED - *Attach Forms 1099G*
PENSIONS/IRA/ANNUITY DISTRIBUTIONS - *Attach Forms 1099R*
INCOME FROM PARTNERSHIPS, ESTATES, LLCS, TRUSTS & S-CORPORATIONS - *Attach Forms K-1 and list any not yet received.*

OTHER INCOME - *Attach detailed schedules* Including jury duty fees, finder's fees, director's fees, gambling winnings, disability payments, unreported tip income and any other income (whether taxable or non-taxable).

ADJUSTMENTS TO INCOME

ALIMONY PAID
Payee
Payee's SSN Amount
IRA CONTRIBUTIONS, ETC.
IRA Deduction
SIMPLE Plan Deduction
Keogh/SEP Deduction
Education IRA Deduction
Penalty on Early Withdrawal

ITEMIZED DEDUCTIONS

MEDICAL & DENTAL EXPENSES - *Attach detailed schedules*
Prescriptions
Insurance Premiums
Doctors & Dentists
Eyeglasses/Contacts
Other:

TAXES PAID
State & Local Income Taxes
Real Estate Taxes - Residence
Real Estate Taxes - Other Property
Auto License: Number of Cars
Auto License: Fees Paid
Personal Property Taxes
Other Taxes:

INTEREST PAID - *Attach Forms 1098*
Home Mortgage (1st)
Home Mortgage (2nd)
Home Mortgage (Equity Line)
Student Loan Interest
Other Interest:

CONTRIBUTIONS - *Attach detailed schedules*
By Cash or Check
Other than Cash

MISCELLANEOUS DEDUCTIONS
Union/Professional Dues
Investment Expenses*
Tax Return Preparation Fees
Safe Deposit Box Rental
Unreimbursed Employee Business Expenses*
Other Deductions:
**Attach detailed schedules*

MISCELLANEOUS QUESTIONS

If any of the following items pertain to you or your spouse for the year 2013, please check the appropriate box and include all pertinent details.

	Yes	No	
1.	☐	☐	Did you have any interest in, or signature or other authority over a bank, securities, other financial account or trust in a foreign country at any time during 2013?
2.	☐	☐	Do you own any foreign assets or have foreign income, pay any foreign taxes, or file any foreign information reporting or tax return forms? Provide details.
3.	☐	☐	Were there any births, adoptions, marriages, divorces, or deaths in your immediate family during the year?
4.	☐	☐	Are any of your unmarried children, who might be claimed as dependents, 19 years of age or older?
5.	☐	☐	Did any of your children under age 19 or full-time students under age 24 have interest and dividend income of $1000 or more or total investment income of $2,000 or more?
6.	☐	☐	Do you have a medical savings account (MSA)?
7.	☐	☐	Did you pay an individual or an organization to perform services for the care of a dependent under 13 years old in order to enable you to work or attend school on a full-time basis? Provide details.
8.	☐	☐	Did you pay an individual to perform in-home health care services for yourself, your spouse, or dependents?
9.	☐	☐	Did you incur employment agency fees or job hunting expenses?
10.	☐	☐	Did you incur moving expenses during the year due to a change of employment?
11.	☐	☐	Did you have any debts, including mortgages, cancelled or forgiven?
12.	☐	☐	Does anyone owe you money that has become uncollectible?
13.	☐	☐	Did you incur any legal fees?
14.	☐	☐	Did you acquire or dispose of any business assets (including real estate) during the year?
15.	☐	☐	Did you purchase, sell or refinance your principal home or second home, or obtain a home equity loan?
16.	☐	☐	Did you make any energy-efficient improvements or purchases for your home?
17.	☐	☐	Did you incur a casualty loss because of damaged or stolen property?
18.	☐	☐	Did you make any gifts either outright or in trust?
19.	☐	☐	Did you receive any distribution from an IRA or other qualified plan?(Form 1099R)
20.	☐	☐	If yes, was this rolled over? (Form 1099R)
21.	☐	☐	Did you open a Roth IRA account or convert an IRA into a Roth IRA?
22.	☐	☐	Were you or your spouse the beneficiary of COBRA premium assistance?
23.	☐	☐	Were you granted or did you exercise any stock options?
24.	☐	☐	Do you and your spouse each want to allocate $3 to the Presidential Election Campaign Fund?

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INCOME FROM BUSINESS OR PROFESSION

GENERAL INFORMATION	
☐ Cash Basis ☐ Accrual Basis ☐ 1st Year	
Principal Business/Profession	
Business Name	
Business Address	
City State Zip	
INCOME	
Gross Receipts or Sales	
Returns & Allowances	
Other Income	
COST OF GOODS SOLD (if applicable)	
Inventory at Beginning of the Year	
Purchases	
Cost of Labor	
Materials & Supplies	
Other Costs	
Inventory at End of the Year	
EXPENSES	
Advertising	
Car & Truck Expenses*	
Commissions	
Employee Benefits	
Insurance (other than health)	
Health Insurance Premiums for Self*	
Interest	
Legal & Professional	
Office Expenses	
Pensions & Profit Sharing	
Rent - Vehicles, Machinery & Equipment	
Rent - Business Property	
Repairs & Maintenance	
Supplies	
Taxes - Property	
Taxes - Other	
Travel	
Meals & Entertainment*	
Utilities	
Wages	
Other Expenses*	
**Attach detailed schedules*	
HOME OFFICE	

Did you have a home office during the year? ☐ Yes ☐ No

If yes, attached detailed schedule of expenses including mortgage interest (or rent), real estate taxes, utilities, property insurance, maintenance & cleaning.

RENTAL INCOME & EXPENSES

PROPERTY	**#1**	**#2**
Location		
INCOME		
Rent Received		
EXPENSES		
Advertising		
Association Dues		
Auto & Travel		
Cleaning/Maintenance		
Insurance		
Labor		
Professional Fees		
Miscellaneous		
Mortgage Interest		
Other Interest		
Repairs & Maintenance		
Supplies		
Taxes		
Telephone		
Utilities		
Improvements:		
Other:		

INTRODUCTIONS WELCOME!

We would welcome introductions to your family and friends who require help with their taxes, financial planning and business needs.

We are open year round and have two convenient locations: 7011 Vine Street, Cincinnati OH 45216 (convenient to I-75) and our Mason area office is 9435 Waterstone Blvd, suite 140, Cincinnati OH 45249 (behind Costco and the Kings Auto Mall).

Call us at 513-821-8768 for hours and to set your appointment today.

Sincerely,

Cindy Peters, CPA