Thank you for taking the time to review and complete our 2014 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		SPO	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

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

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

 REFUND

 Automatic Deposit?
 Yes (attach a VOID Check)
 No

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

Referred By:

Name:

Phone:

Hartlaub 2014 Tax Organizer

OTHER INCO	
TEREST - Attach Forms 1099INT	Total \$
VIDENDS - Attach Forms 1099DIV	Total \$
APITAL GAINS - Attach Forms 1099	
rokerage statements with purchase da	ate and cost of each
em.	
TATE TAX REFUND - Attach Forms	1099G
Check if you did not itemize in prior	r year
ALIMONY RECIEVED	
Payor	
Payor's SSN	Amount
SOCIAL SECURITY BENEFITS RECE SSA-1099	IVED - Attach Forms
UNEMPLOYMENT BENEFITS RECEN 1099G	VED - Attach Forms
PENSIONS/IRA/ANNUITY DISTRIBUT	TIONS - Attach Forms
RUSTS & S-CORPORATIONS - Attac	
TRUSTS & S-CORPORATIONS - Attac	
RUSTS & S-CORPORATIONS - Attac	
TRUSTS & S-CORPORATIONS - Attac	
RUSTS & S-CORPORATIONS - Attac	
INCOME FROM PARTNERSHIPS, ES TRUSTS & S-CORPORATIONS - Attac any not yet received. OTHER INCOME - Attach detailed scho	ch Forms K-1 and list
TRUSTS & S-CORPORATIONS - Attact any not yet received. DTHER INCOME - Attach detailed scho	ch Forms K-1 and list
RUSTS & S-CORPORATIONS - Attac ny not yet received. THER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d innings, disability payments, unreported	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any
TRUSTS & S-CORPORATIONS - Attac any not yet received. DTHER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreporte	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any
TRUSTS & S-CORPORATIONS - Attac any not yet received. DTHER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreporte	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any
TRUSTS & S-CORPORATIONS - Attac any not yet received. DTHER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreporte	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any
TRUSTS & S-CORPORATIONS - Attac any not yet received. DTHER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreporte	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any
TRUSTS & S-CORPORATIONS - Attact any not yet received. DTHER INCOME - Attach detailed sche ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreport ther income (whether taxable or non-ta	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable).
TRUSTS & S-CORPORATIONS - Attact any not yet received. DTHER INCOME - Attach detailed schennels ncluding jury duty fees, finder's fees, divinnings, disability payments, unreported other income (whether taxable or non-taxable or non-taxable) ADJUSTMENTS TO	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable).
TRUSTS & S-CORPORATIONS - Attach any not yet received. DTHER INCOME - Attach detailed scheme ncluding jury duty fees, finder's fees, d winnings, disability payments, unreported other income (whether taxable or non-take) ADJUSTMENTS TO ALIMONY PAID	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable).
TRUSTS & S-CORPORATIONS - Attact any not yet received. OTHER INCOME - Attach detailed schol Including jury duty fees, finder's fees, d winnings, disability payments, unreporte other income (whether taxable or non-tage) ADJUSTMENTS TO ALIMONY PAID Payee	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable).
TRUSTS & S-CORPORATIONS - Attact any not yet received. OTHER INCOME - Attach detailed sche Including jury duty fees, finder's fees, d winnings, disability payments, unreporte other income (whether taxable or non-ta ADJUSTMENTS TO ALIMONY PAID Payee Payee's SSN	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable). INCOME
TRUSTS & S-CORPORATIONS - Attact any not yet received. DTHER INCOME - Attach detailed scho ncluding jury duty fees, finder's fees, d vinnings, disability payments, unreporte other income (whether taxable or non-ta ADJUSTMENTS TO ALIMONY PAID Payee	ch Forms K-1 and list edules irector's fees, gambling ed tip income and any axable).

SIMPLE Plan Deduction Keogh/SEP Deduction Education IRA Deduction Penalty on Early Withdrawal

Educator Expenses Student Loan Interest paid

OTHER

ITEMIZED DEDUCTIONS

MEDICAL & DENTAL EXPENSES - Attach detailed schedules
Prescriptions
Insurance Premiums
Doctors & Dentists
Eyeglasses/Contacts
Long Term Care Insurance

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 (2 nd)
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

Hartlaub 2014 Tax Organizer

If any of the f pertinent deta Yes No	ollowing items pertain to you or your spouse for the year 2014, please check the appropriate box and include all ails.
1. 🗌 🗌	Did you have any interest in, or signature or other authority over a bank, securities, other financial account or trust in a foreign countrat any time during 2014?
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.	For Ohio residents, did you have out-of-state purchases that are subject to use tax?
4.	Were there any births, adoptions, marriages, divorces, or deaths in your immediate family during the year?
5.	Are any of your unmarried children, who might be claimed as dependents, 19 years of age or older?
6.	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?
7.	Do you have a medical savings account (MSA)?
8.	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.
9.	Did you pay an individual to perform in-home health care services for yourself, your spouse, or dependents?
10.	Did you incur employment agency fees or job hunting expenses?
11. 🗌 🔲	Did you incur moving expenses during the year due to a change of employment?
12. 🗌 🔲	Did you have any debts, including mortgages, cancelled or forgiven?
13. 🗌 🔲	Does anyone owe you money that has become uncollectible?
14. 🗌 🔲	Did you incur any legal fees for estate planning or to collect taxable income?
15. 🗌 🔲	Did you acquire or dispose of any business assets (including real estate) during the year?
16. 🗌 🔲	Did you purchase, sell or refinance your principal home or second home, or obtain a home equity loan?
17. 🗌 🔲	Did you make any energy-efficient improvements or purchases for your home?
18. 🗌 🔲	Did you incur a casualty loss because of damaged or stolen property?
19. 🗌 🔲	Did you make any gifts greater than \$14,000 either outright or in trust?
20.	Did you receive any distribution from an IRA or other qualified plan?(Form 1099R)
21.	If yes, was this rolled over? (Form 1099R)
22.	Did you open a Roth IRA account or convert an IRA into a Roth IRA?
23. 🗌 🔲	Did you and all your dependants have minimum essential medical coverage for all 12 months of the year? If no, explain.
24. 🗌 🗌	Did you buy health insurance on a state or federal exchange?

MISCELLANEOUS QUESTIONS

Hartlaub 2014 Tax Organizer

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