Hartlaub 2012 Tax Organizer

Here is your **Tax Organizer**. It will help you **organize your tax information** (and make sure you don't miss any **important deductions**). Whether you do your own tax return or use the services of a CPA firm like ourselves, we hope you'll find it useful.

Our tax preparation fees are competitive and we'll gladly **quote you a fee over the phone**. We run an efficient, friendly office — and we're here all year round to answer your questions. If you'd like to schedule an appointment in either our Mason or Cincinnati locations, call and we'll arrange one **immediately**. If you just have a tax question, we'll be happy to handle it **either in person or over the phone**.

We have been helping individuals and small businesses for over 40 years.

We look forward to serving you soon!

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		REFUND		
Single	☐ Head of Household	Automatic Deposit? ☐ Yes (attach a VOID Check) ☐ No		
☐ Married				

DEPENDENTS (mor	e than 3 please attach info)
Name	
D.O.B.	SSN
Relationship	Months Lived at Home
Name	
D.O.B.	SSN
Relationship	Month Lived at Home
Name	
D.O.B.	SSN
Relationship	Month Lived at Home

W-2	Name of Employer	Gross Wages
1		
2		
3		
4		

	ESTIMAT	ED PAYM	IENTS	
	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Date Made				
Federal				
State				
School:				
City:				
City:				
Other:				

REFERRED BY:

NAME:

PHONE:

Hartlaub 2012 Tax Organizer

OTHER INCOME	ITEMIZED DEDUCTIONS
INTEREST - Attach Forms 1099INT Total \$	MEDICAL & DENTAL EXPENSES - Attach detailed schedules
DIVIDENDS - Attach Forms 1099DIV Total \$	Prescriptions
CAPITAL GAINS - Attach Forms 1099B, 1099S and year-end	Insurance Premiums
brokerage statements with purchase date and cost of each	Doctors & Dentists
item.	Eyeglasses/Contacts
STATE TAX REFUND - Attach Forms 1099G	Other:
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	TAXES PAID
1099G	State & Local Income Taxes
PENSIONS/IRA/ANNUITY DISTRIBUTIONS - Attach Forms	Real Estate Taxes - Residence
1099R	Real Estate Taxes - Other Property
INCOME FROM PARTNEROURS FOTATES 11.00	Auto License: Number of Cars
INCOME FROM PARTNERSHIPS, ESTATES, LLCS, TRUSTS & S-CORPORATIONS - Attach Forms K-1 and list	Auto License: Fees Paid
any not yet received.	Personal Property Taxes
any not yet room ou.	Other Taxes:
	INTEREST PAID - Attach Forms 1098
	Home Mortgage (1st)
OTHER MOONE AND LIVE AND LIVE	Home Mortgage (2 nd)
OTHER INCOME - Attach detailed schedules Including jury duty fees, finder's fees, director's fees, gambling	Home Mortgage (Equity Line) Student Loan Interest
winnings, disability payments, unreported tip income and any	Student Loan interest
other income (whether taxable or non-taxable).	Other Interest:
	CONTRIBUTIONS - Attach detailed schedules
	By Cash or Check
ADJUSTMENTS TO INCOME	Other than Cash
ALIMONY PAID	
Payee	MISCELLANEOUS DEDUCTIONS
Payee's SSN Amount	Union/Professional Dues
IRA CONTRIBUTIONS, ETC.	Investment Expenses*
IRA Deduction	Tax Return Preparation Fees
SIMPLE Plan Deduction	Safe Deposit Box Rental
Keogh/SEP Deduction	Unreimbursed Employee Business Expenses*
Education IRA Deduction	Other Deductions:
Penalty on Early Withdrawal	

Hartlaub 2012 Tax Organizer

Its not what you earn
– its what you keep!

MISCELLANEOUS QUESTIONS

•	ollowing items pertain to you or your spouse for the year 2012, please check the appropriate box and include all
yes No	alls.
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 2012?
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 \$950 or more or total investment income of \$1,900 or more?
6. 🗌 🗎	Do you have a health savings account (HSA)?
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?

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:		

BUSINESS OWNERS

Hartlaub Tax & Business Services offers additional services of interest to business owners and high net worth individuals. We are able to coordinate all of your tax planning, tax preparation, legal and financial matters with one easy phone call. Our affiliated attorneys and financial professionals are available to meet in both our Mason and Cincinnati locations.

By combining your three main trusted advisors – tax, legal and financial - we are able to proactively plan your personal and business matters simplifying your financial life.

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

Sincerely,

Cindy Peters, CPA