

# Salabsky Financial Services

OFFICE USE ONLY			
Appt _____	Drop-in _____	Drop-off _____	
Client _____	SFS _____	Complete _____	Partial _____

Tax Year 2017 Income Tax Organizer for \_\_\_\_\_ ( New  Existing Client)

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Sign (at pick-up): \_\_\_\_\_

Please review and complete this document. This will enable us to prepare your return promptly and efficiently. Then bring to your tax appointment or include with your drop-off package. Thank you.

## Step 1: Filing Information

Filing Status:  Single  Married Filing Jointly  Widow(er)  Head of Household  
 Married Filing Separately (Spouse Name: \_\_\_\_\_ SSN: \_\_\_\_\_)  Unsure

Moved in past year? when: \_\_\_\_\_ new address: \_\_\_\_\_

# of dependents you are claiming: \_\_\_\_\_  New dependent(s) for this year? (NEW CLIENTS please enter for all)

Name	Soc. Sec. #	Date of Birth	Relationship

## Step 2: Income

(check the box  ONLY if you received income from the following sources; enter # of forms received)

- Wages – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ (enter # of W-2 forms received)
- Interest and Dividend Income – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ (enter # of 1099-INT and/or 1099-DIV forms from the financial institutions which you received interest/dividend income.)
- Retirement Plan Distributions – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ (enter # of 1099-R forms received for distributions from pensions, annuities, rollovers, IRA/401k plans, etc.)
- Social Security/Railroad Benefits – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ (enter # of SSA-1099/RRB-1099)
- Partnerships, Estates, Trust or S-Corporations – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ (enter # of Schedules K-1 received for tax year.)
- Other Income – Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ enter # of all Forms 1099-C, 1099-A, 1099-G, 1099-MISC)
  - Cancellation of debt  State/Local Income Tax Refund  Alimony
  - Unemployment Compensation  Gambling/Lottery Winnings  Other \_\_\_\_\_

## Step 3: Did you sell any stock, real estate or other investment(s)?

Yes  No \*\*For the sales of stock, mutual funds, real estate or other property, provide Forms 1099-B, 1099-S, settlement statement/HUD-1 and/or other supporting information (cost basis/acquisition price).

## Step 4: Itemized Deductions?

Yes  No (Skip to step 5)  Not Sure \*\*For 2017, deductions must exceed the standard deduction amounts of: \$6,350 for singles and married individuals filing separately, \$12,700 for married individuals filing jointly and \$9,350 for head of household.

Medical Expenses (Must exceed 10.0% of AGI to be a benefit; include cost for dependents; do not include expenses that were reimbursed by insurance. Reduced to 7.5% of AGI if over age 65)

Insurance Premiums \$ \_\_\_\_\_ Doctor/Dentist/Hospital/Surgery Expenses \$ \_\_\_\_\_  
 Prescriptions \$ \_\_\_\_\_ Vision Expenses \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Medical miles: \_\_\_\_\_

Taxes Paid Real Estate Taxes – Residence: \$ \_\_\_\_\_ Land/Other property: \$ \_\_\_\_\_

**Interest Paid** (Provide **1098 Forms** or lender information and ID numbers; if you **purchased** or **refinanced**, please **provide settlement statement (HUD)** to maximize deductions)

Interest Paid – Primary Residence: \$\_\_\_\_\_ Equity Loan(s)/Line of Credit: \$\_\_\_\_\_  
Loan Points: \$\_\_\_\_\_ Mortgage Insurance: \$\_\_\_\_\_ Investment Interest: \$\_\_\_\_\_

**Charitable Contributions** (If over \$250 in non-cash contributions, provide details of contributions. New rules require that taxpayer retain documentation for all cash contributions)

Cash/Check: \$\_\_\_\_\_ Non-cash (clothing, materials, etc.): \$\_\_\_\_\_ Charitable mileage: \_\_\_\_\_

**Miscellaneous Itemized Deductions** (May need to **exceed 2% of income** to be a benefit)

- Job-related expenses** \$\_\_\_\_\_ (Union dues, uniform cost/maintenance, tools/supplies, licenses/fees, trade journals, education/seminars, home office; **work clothing is not deductible if adaptable to every day wear**)
- Gambling losses** \$\_\_\_\_\_ (Deductible only **up to the amount of gambling winnings** reported)
- Legal/attorney fees** \$\_\_\_\_\_ (Deductible only if related to producing or collecting taxable income)
- Theft/Casualty Losses** \$\_\_\_\_\_ (Bring insurance paperwork regarding loss)
- Miscellaneous:** \$\_\_\_\_\_ Tax preparation fees, financial planning/investment expenses, safe deposit box, job-hunting/resume-writing expenses, hobby expenses (ask your preparer for details)

### **Step 5: Questions for all Taxpayers**

- Yes**  **No** Did you **pay child or dependent care** so you could work or go to school?  
(If yes, please provide: **name of provider, address, tax ID# or SS# and amount paid**)
- Yes**  **No** Did you pay or receive (circle one) **alimony** in the past year? Do not include child support.  
(To/From: Name \_\_\_\_\_ SS# \_\_\_\_\_ Amount \$ \_\_\_\_\_)
- Yes**  **No** Did you pay **college tuition** for you or a dependent?  
(If yes, please provide **Form 1098-T** or amount of tuition paid)
- Yes**  **No** Did you pay any **interest on student loans**?  
(If yes, please provide **Form 1098-E** or amount of interest paid)
- Yes**  **No** Were you granted or did you exercise any employer **stock options**?  
(If yes, please provide details on these transactions.)
- Yes**  **No** Did you **move** because of **work/job change**?  
(If yes, please provide details on distances for a possible **moving expense deduction**.)
- Yes**  **No** Did you (or do you plan to before April 15) contribute to a **traditional or Roth IRA**?  
(If yes, Self \$ \_\_\_\_\_ Spouse \$ \_\_\_\_\_)
- Yes**  **No** Were you and your dependents **covered by a health insurance plan for all of 2017**?  
(Additional documents may be required for filing (**1095-A or B**))

### **Step 6: Self-Employment/Business and/or Rental Property**

- Yes**  **No** Do you operate your **own business**? If so, please **provide details on income/expenses**.
- Yes**  **No** Do you own a **rental property**? (# of properties \_\_\_\_\_)  **Sold** a rental last year.  
Provide details on expenses by category separated by property (see below).

**Expense categories** for businesses and/or rental(s): **(Please summarize by category)**

Advertising	Association Dues	Automobile Expenses	Bank Charges	Commissions/Fees Paid
Contract Labor	Insurance	Interest Paid	Legal/Professional Fees	
Management Fees	Office Expenses	Postage/Freight	Rent Paid	Repairs/Maintenance
Supplies	Taxes (real estate, mercantile, etc.)		Utilities	Wages Paid

## Tax Preparation Checklist

Please provide the following documentation:

- 1. Your completed **Income Tax Organizer**
- 2. All **forms W-2** (wages), **1099** (1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities, pensions, IRA or other retirement plan withdrawals, 1099-G for state refund and/or unemployment compensation, 1099-SSA for Social Security, 1099-MISC for other income, 1099-C for Cancellation of Debt) and Schedules **K-1** for partnerships and S-Corporations.
- 3. If you are a **NEW client**, provide copies of the **prior year's tax returns (preferably 2 years)**.
- 4. If you **bought** or **refinanced** a home or property, bring in a copy of your **closing statement**.
- 5. Details of **estimated tax payments** made (federal, state, local), if any.
- 6. List of **itemized deductions** by category for medical, taxes, mortgage interest, charitable and miscellaneous deductions.
- 7. **Proof of medical insurance** (1095-A) if purchased through the **marketplace**.
- 8. List of **income** and **expenses** for **business** and/or **rental** activities.

**Tax questions, concerns, feedback..... (Write down anything you would like to discuss further)**

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## Our Policies

Salabsky Financial Services would like to **thank you very much for your business!**

**Preparation:** We will prepare your tax return based on the information you provide us. We recommend you keep the information needed to verify the items reported for an extended period of time. Unless otherwise stated, the **services** for preparation of your return **do not include auditing or review**. We will **provide you with one copy of your return** when it is completed. **\*\*Additional copies can be obtained for a fee** and can be distributed via mail, fax or email. \$15 for one year, \$5 each addl. year.

**Payment is due upon completion of your returns (cash, check, Paypal or major credit card).**

**Privacy:** The nature of our work requires us to collect certain non-public information. All information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We will not disclose your personal information to a third party, except where required by law.

## Contact Us!

There are many events during the year that can affect your tax situation. In most situations, treatment is established **at the time the transaction occurs**. However, negative tax effects can be avoided by proper planning. **Please contact us in advance** about the possible tax effects of a transaction or event, including any of the following:

### **IRA/401k/pension distributions**

Notice from IRS or other tax bureau  
Marriage or birth of a child  
Divorce or separation  
Life insurance surrender/exchange

### **Job change/retirement**

Sale or purchase of residence/real estate  
Significant change in income or deductions  
Sale/purchase/start of a business  
Debt cancellation/forgiveness

## **Salabsky Financial Services**

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