

Salabsky Financial Services
Tax Year 2020 Income Tax Organizer

OFFICE USE ONLY			
Appt _____	Drop-in _____	Drop-off _____	
Scanned _____	<input type="checkbox"/> Direct Deposit _____		

Client Name: _____ (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.
 Please **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? Yes No If yes, when: _____ Local municipality: _____

Address (if **NEW CLIENT** or **MOVED**): _____

Total # of dependents you are claiming (*not including you or your spouse): _____

New dependent(s) for this year? **ONLY NEW CLIENTS** enter information below for all dependents.

Dependent's Name	Soc. Sec #	Date of Birth	Relationship	

Step 2: Income

Question	YES	NO	If yes, enter the number of forms for...	
			Self	Spouse
Did you have W-2 wages?				
Did you receive Interest and/or Dividend Income? (1099-INT, 1099-DIV forms from the financial institutions)				
Did you have retirement income or withdraw from a retirement plan? (1099-R forms from pensions, annuities, IRA's, 401k's, etc.)				
Did you receive Social Security/Railroad Benefits? (SSA-1099/RRB-1099 forms from Social Security Administration)				
Did you receive Other Income?(1099-MISC) Alimony, Unemployment , Gambling/Lottery Winnings (W2G), State/Local Tax Refunds (1099G), Cancellation of Debt (1099-C, 1099-A), Partnership/Corp. (K-1) etc.				

Step 3: Mandatory Questions for ALL taxpayers

- Yes No Did you receive **Stimulus Payments** in 2020-2021? If yes, how much did you receive for:
First Stimulus (early 2020) \$ _____ and **Second Stimulus** (Dec. 2020/Jan. 2021) \$ _____
- Yes No At any time **during 2020**, did you receive, sell, send, exchange, or otherwise acquire interest in any **virtual currency**?
- Yes No Did you sell any stock, real estate or other investments?
 Provide **Forms 1099-B, 1099-S, settlement statement** or other supporting information
(cost basis/acquisition price).

Step 4: Itemized Deductions?

Yes No (Skip to step 5) Not Sure ****For 2020**, deductions must exceed the standard deduction amounts of: **\$12,400** for singles and married individuals filing separately, **\$24,800** for married individuals filing jointly and **\$18,650** for head of household. Additional standard deduction amount for the aged or blind is **\$1,300**.

Medical expenses (subject to a minimum in order to be considered deductible;
Separate by category: medical, dental, vision, prescription, medical mileage, etc.)

Real estate taxes paid (on a primary residence or second home); **State/Local income taxes paid**

Mortgage Interest Paid (Provide **1098** Forms; if you purchased or refinanced, please **provide closing disclosure** or settlement statement (**HUD**) to maximize deductions)

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: _____

Step 5: Questions for all Taxpayers

<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay quarterly estimated taxes ?	1Q (4/15/20)	2Q (6/15/20)	3Q (9/15/20)	4Q (1/15/21)
	Federal	\$	\$	\$	\$
	State	\$	\$	\$	\$
	Local	\$	\$	\$	\$

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 **college expenses** for you or a dependent?
(If yes, please provide Form **1098-T** and **amount** of books, supplies, etc. \$_____)

Yes No Did you pay any interest on student loans?
(If yes, please provide Form **1098-E** or amount of interest paid)

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 Was your health insurance purchased through the Marketplace (healthcare.gov)?
(If yes, **1095-A** is required to prepare your return; otherwise your refund may be delayed)

Yes No Did you contribute to a **Health Savings Account (HSA)** or use a HSA to pay medical expenses?
(If yes, please bring forms **1099-SA** and/or **5498-SA**)

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.

*Please provide a **summary and details of expenses** by category, for each business or property;
if more than one business or property, **separate by business/property**.

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 fees for the 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 additional 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	Job change/retirement
Notice from IRS or other tax bureau	Sale or purchase of residence/real estate
Marriage or birth of a child	Significant change in income or deductions
Divorce or separation	Sale/purchase/start of a business
Life insurance surrender/exchange	Debt cancellation/forgiveness

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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