Client Organizer Checklist

**Please check the appropriate box and include all necessary details and documentation.*

Name: ____ **Date:**_____________________________

	Personal Information	Yes	No
1.	Did your marital status change during the year? *If yes, explain:*	☐	☐
2.	Did your address change from last year? *If yes, please provide new address:*	☐	☐
3.	Can you be claimed as a dependent by another taxpayer?	☐	☐
4.	Did your bank routing or account number change from prior year? *If yes, (or if you're a new client) please provide the following.* **Without this information we will default to sending any refund via mail instead of direct deposit.* *Bank Name:* *Routing Number:* *Account Number:*	☐	☐
5.	Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? *If yes, attach the IRS letter.*	☐	☐
6.	Did you reside in or operate a business in a Federally declared disaster area? *The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.*	☐	☐

	Dependent Information:	Yes	No
7.	Were there any changes in dependents from the prior year? *If yes, explain:*	☐	☐
8.	Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,200? *If yes, explain:*	☐	☐
9.	Do you have dependents who must file a tax return? *If yes, would you like Kollath CPA to prepare their return?* Yes ☐ No ☐	☐	☐
10.	Did you provide over half the support for any other person(s) other than your dependent children during the year? *If yes, provide us with their information.*	☐	☐

Dependent Information Continued:		Yes	No
11.	Did you pay for childcare while you worked, looked for work, or while a full-time student? *If yes, please give us the provider information and amounts.*	☐	☐
12.	Did you pay any expenses related to the adoption of a child during the year?	☐	☐
13.	If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? *If yes, provide decree or other form of separation agreement.*	☐	☐
14.	Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? *If yes, attach the IRS letter.*	☐	☐
15.	Did anyone else help provide support for your dependent/qualifying person, i.e., individual, government agency and/or social organization?	☐	☐

Purchases, Sales and Debt Information:		Yes	No
16.	Did you start a new business or purchase rental property during the year?	☐	☐
17.	Did you sell, exchange, or purchase any assets used in your trade or business?	☐	☐
18.	Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
19.	Did you sell, exchange, or purchase any real estate during the year? *If yes, provide us with the closing statement(s).*	☐	☐
20.	Did you purchase or sell a principle residence during the year? *If yes, provide us with the closing statement(s).*	☐	☐
21.	Did you foreclose or abandon a principle residence or real property during the year?	☐	☐
22.	Did you acquire or dispose of any stock during the year?	☐	☐
23.	Did you refinance a principal residence or second home this year?	☐	☐
24.	Did you sell an existing business, rental, or other property this year?	☐	☐
25.	Did you lend money with the understanding of repayment and this year it became totally uncollectable?	☐	☐
26.	Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	☐	☐
27.	Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	☐	☐

Income Information:		Yes	No
28.	Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships, or a foreign employer?	☐	☐
29.	Did you receive any income from property sold prior to this year?	☐	☐
30.	Did you receive any unemployment benefits? *If yes, provide the Form 1099G received.*	☐	☐
31.	Did you receive any alimony in 2019? *If yes, please provide the amount.* *If yes, please list date of divorce.*	☐	☐

Income Information Continued:		Yes	No
32.	Did you pay any alimony in 2019? *If yes, please provide the amount.* *If yes, please list date of divorce.*	☐	☐
33.	Did you receive any disability income during the year?	☐	☐
34.	Did you receive tip income not reported to your employer this year?	☐	☐
35.	Did any of your life insurance policies mature or did you surrender any policies?	☐	☐
36.	Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	☐	☐
37.	Do you expect a large fluctuation in income, deductions, or withholding next year? *If yes, explain:*	☐	☐
38.	Did you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for goods or services, or are you holding virtual currencies as an investment?	☐	☐

Retirement Information:		Yes	No
39.	Are you an active participant in a pension or retirement plan?	☐	☐
40.	Did you receive any Social Security benefits during the year?	☐	☐
41.	Did you make any withdrawals from an IRA, Roth IRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? *If yes, were any withdrawals due to a Federally declared disaster?* Yes ☐ No ☐	☐	☐
42.	Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐
43.	Did you make any contributions to a 401(k)or other qualified retirement plan through your employer?	☐	☐
44.	Did you make any contributions to an IRA, Roth, myRA Keogh, SIMPLE, SEP, or other qualified retirement plan outside of your employer? *If yes, provide the amount, retirement type, and Form 5498:* *Amount:* *Retirement Type:* **Provide Form 5498.*	☐	☐

Education Information:		Yes	No
45.	Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	☐	☐
46.	Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? *If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.*	☐	☐
47.	Did anyone in your family receive a scholarship of any kind during the year? *If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?* Yes ☐ No ☐	☐	☐
48.	Did you make any withdrawals from an education savings or 529 Plan account? *If yes, please provide the Form 1099Q.* *If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account?* Yes ☐ No ☐	☐	☐
49.	Did you make any contributions to an education savings or 529 Plan account? *If yes, please provide the year end statement.*	☐	☐

Education Information Continued:		Yes	No
50.	Did you pay any K-12 Private School Tuition this year? *If yes, please provide the tuition statement.*	☐	☐
51.	Did you pay any student loan interest this year?	☐	☐
52.	Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐	☐

Health Care Information:		Yes	No
53.	Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored covered (i.e. Medicare/Medicaid) for your family? *"Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent.* *If yes, attach any Form(s) 1095-B and/or 1095-C you received.*	☐	☐
54.	Did anyone in your family qualify for an exemption from the health care coverage mandate? *Examples of exemptions include (but are not limited to) certain non-citizens, members of a health care sharing ministry, members of federally recognized Indian tribes, and exemptions requested from the Marketplace.* *If yes, attach the Exemption Certificate Number (ECN) or type of exemption.*	☐	☐
55.	Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? *If yes, attach any Form(s) 1095-A you received.*	☐	☐
56.	Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family?	☐	☐
57.	Did you make any contributions to a Health savings account (HSA) or Archer MSA? *Please be aware a HSA is separate from a FSA (Flexible Spending Account).*	☐	☐
58.	Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year? *If yes, please provide us with the amounts.*	☐	☐
59.	Did you pay long-term care premiums for yourself or your family? *If yes, provide amounts.*	☐	☐
60.	Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? *If yes, attach any Form(s) 5498-QA you received.*	☐	☐
61.	Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? *If yes, attach any Form(s) 1099-QA you received.*	☐	☐
62.	If you are a business owner, did you pay health insurance premiums for yourself and/or your employees this year? *If yes and you are self-employed, provide the amount you paid.*	☐	☐
63.	Did you receive any Health Coverage Tax Credit (HCTC) advance payments? *If yes, attach any Form(s) 1099-H you received.*	☐	☐

Itemized Deduction Information:		Yes	No
64.	Did you incur a casualty or theft loss or any condemnation awards during the year? *If yes, did the loss occur in a Federally declared disaster area?* Yes ☐ No ☐	☐	☐

	Itemized Deduction Information Continued:	Yes	No
65.	Did you pay substantial out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	☐	☐
66.	Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? *If yes, please provide these amounts.*	☐	☐
67.	Did you donate a vehicle or boat during the year? *If yes, attach Form 1098-C or other written acknowledgement from the donee organization.*	☐	☐
68.	Did you pay real estate taxes for your primary home and/or second home?	☐	☐
69.	Did you pay any mortgage interest on an existing home loan? *If yes, attach any Form(s) 1098 you received.* **If you have multiple properties with mortgage interest please label the 1098 Forms with the address they relate to (if not already on the form).*	☐	☐
70.	Did you take out a home equity line of credit (HELOC)? *If yes, did you use the HELOC to buy, build, or substantially improve the residence that secures the loan?* Yes ☐ No ☐	☐	☐
71.	Did you incur interest expenses associated with any investment accounts you held?	☐	☐
72.	Did you make any major purchases in the year and paid sales tax (cars, boats, etc.)?	☐	☐
73.	Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax? *If yes, please provide the total amount.*	☐	☐

	Miscellaneous Information:	Yes	No
74.	Did you make gifts of more than $15,000 to any individual?	☐	☐
75.	Did you utilize an area of your home exclusively for non-employee related business purposes? *If yes, provide the total square footage of livable space in the home and the total square footage of the office used regularly and exclusively for the business.* *Total Home Square Footage:* *Total Office Square Footage:*	☐	☐
76.	Did you pay rent in 2019? *If yes, please provide the total amount.* *If yes, was heat included?* Yes ☐ No ☐	☐	☐
77.	Did you engage in any bartering transactions?	☐	☐
78.	Did you retire or change jobs this year?	☐	☐
79.	Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?	☐	☐
80.	Did you pay any individual as a household employee during the year?	☐	☐
81.	Did you make energy efficient improvements to your main home this year? *If yes, explain:*	☐	☐
82.	Have you taken the residential energy efficient credit on a past return?	☐	☐
83.	Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	☐	☐
84.	Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	☐	☐

Miscellaneous Information Continued:		Yes	No
85.	Did you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity that aren't within a brokerage account?	☐	☐
86.	Did you receive correspondence from the State or the IRS? *If yes, explain:*	☐	☐
87.	Did you have previous years of tax returns that are either unfiled or filed with unpaid balances due?	☐	☐
88.	Do you want to designate $3 to the Presidential Election Campaign Fund? *If you check yes, it will not change your tax or reduce your refund?*	☐	☐
89.	**2020 Tax Planning:** **Would you like for us to reach out to you near the end of the 2020 year to see if you are interested in Tax Planning? There is no obligation to do this and it simply confirms that we will reach out to you when the time comes.**	☐	☐
90.	Did you pay any federal or state estimated payments? *If yes, please provide the amounts. Be aware if any of the payments provided are inaccurate the return will not be able to be filed until corrected.* *Federal Amount/Date Paid* *State Amount/Date Paid* *Q1* ________________________ ________________________ *Q2* ________________________ ________________________ *Q3* ________________________ ________________________ *Q4* ________________________ ________________________	☐	☐

Please use this space below to provide comments or recommendations you believe may be helpful for us.

***Please save your completed form as a file and email to efile@kollathcpa.com or provide to your accountant.**