TAX ORGANIZER

Dear Client,

Enclosed is your Tax Organizer for tax year 2019.

Your Organizer contains several sections that include common expenses and deductions that many taxpayers overlook. Please review these sections carefully. Depending upon your tax bracket, you may save more than $35 for each $100 in deductible expenses you find in your 2019 records.

Figures reported on official tax documents do not need to be detailed (such as W2 or 1099 Forms)

To complete the Organizer, enter all relevant information in the designated areas on each page. Please add any notes or questions that will help us prepare a complete and accurate return, including details of any changes to your situation.

If you answer 'Yes' to any of the questions, please provide detailed information with your answer.

Schedule your pick-up time by clicking on the link in the email and requesting dates and times or by calling our office. You do not need an appointment to drop off your information. **YOUR TAX DOCUMENTS MUST BE DROPPED OFF 7 DAYS PRIOR TO YOUR SCHEDULED PICK UP TIME. LAST DAY TO DROP OFF IS MARCH 31ST.** After that, we cannot guarantee the returns will be completed by April 15th. If an extension is necessary, we can file that for a charge of $50.

To respect your time and ours, please wait until you have collected all relevant tax information before providing it to us for processing. When you drop off your tax information, please bring your Organizer and any of the following that apply to your tax situation:

- Last year's tax returns (ONLY IF WE DID NOT PREPARE YOUR 2018 RETURNS)
- Original Form(s) W-2
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts
- Information about contributions and distributions related to pensions or other retirement plans
- Form(s) 1099 or statements reporting dividend, interest, retirement or other income
- Broker statements providing details of capital gains transactions INCLUDING COST BASIS
- Form(s) 1098 and copies of real estate tax bills, etc.
- Legal documents pertaining to the sale or purchase of real property
- **Include dates and amounts of any estimated tax payments to federal, state, and local tax departments**
- **1099-SA form if you used an HSA account to pay for medical expenses**
- IRS correspondence regarding changes or issues with your previously filed return. (If you require us to correspond on your behalf with taxing authorities outside of the initital tax preparation, that service is subject to additional fees.)

Note: Many people are enrolled in electronic delivery or only have online access to certain accounts. It is your responsibility to provide us with any relevant tax documents that may not have been physically mailed to you.

PAYMENT IS DUE UPON COMPLETION OF THE RETURN BEFORE YOUR RETURN WILL BE E-FILED. If you pay via check, we can also use that to verify your routing and account number for direct deposit or debit of tax refund or balance due.

If you have any questions before your scheduled pick up time, please feel free to call or email.

Sincerely,

JEREMIAH F MCCARTHY
115 SOUTH MAIN ST
SPRINGBORO, OH 45066
937-748-4765
JERRY@MCCARTHYWEALTH.COM

General Information

	Taxpayer	Spouse
First Name		
Middle Initial		
Last Name		
Suffix		
Social Security Number		
Date of Birth		
Date of Death		
	Check ("X") which phone number to list on return.	
Home Phone	☐	☐
Work Phone	☐	☐
Cell Phone	☐	☐
Fax Number		
Legally Blind	☐	☐
Totally Disabled	☐	☐
Claimed as a Dependent	☐	☐
Presidential Election Fund ($3)	☐	☐
Occupation		
E-mail address		
State of Residence as of 12/31		
County of Residence as of 12/31		
School District as of 12/31		
Sales tax rate of locality in 2019	%	%
If Part Year, Period of Residency	to	to

Additional information is being requested this filing season in an effort to combat stolen-identity tax fraud. Please provide the requested information from the driver's license or state-issued identification card. Providing the information could help process state returns faster.

	Taxpayer	Spouse
ID type	☐ Driver's license OR ☐ State Issued ID	☐ Driver's license OR ☐ State Issued ID
ID number		
ID issuing state		
ID issue date		
ID expiration date		

Filing Status

Status on 2018 return : ☐

Status as of 12/31/2019 :

Enter ("X") in the box

☐ **1** Single

☐ **2** Married filing joint

☐ **3** Married filing separately

(Enter spouse's name and SSN above)

☐ **4** Head of Household Non-dependent name:

Non-dependent SSN:

☐ **5** Qualifying widow(er) with minor child Year spouse died

Taxpayer's Address

Street Apt/Suite :

City State Zip Code

If address is in a foreign country, enter that country

Foreign province/county Foreign postal code

If a bona fide resident of a U.S. territory, enter territory

Preparer's Information

Preparer's name JEREMIAH F MCCARTHY

Firm's name MCCARTHY TAX SERVICES, LLC

Street 115 SOUTH MAIN ST

City SPRINGBORO State OH Zip Code 45066

Attestation and Signature:

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns for which I have adequate records.

Sign Date

here Date

Name ______________________________ SSN ____________________

Questions

Yes	No		**Personal Information**
☐	☐	1	Did any births, adoptions, marriages, divorces, or deaths occur in your family since last year?
☐	☐	2	Did you purchase or sell your principal residence or did your address change?
☐	☐	3	Are either you or your spouse being claimed (or are eligible to be claimed) as a dependent on anyone else's return?
☐	☐	4	Were you in a Registered Domestic Partnership, civil union or same-sex marriage during 2019?
☐	☐	5	Were either you or your spouse in the military or National Guard?
☐	☐	6	Have you been notified by the IRS or state of changes to a prior year's return, or received any other tax correspondence?
☐	☐	7	Have you or your spouse been an identity theft victim and given an identity theft protection six digit PIN by the IRS?

Yes	No		**Dependents**
☐	☐	1	Are there any changes in your dependents from last year? Note if certain dependents are only claimed in odd/even years.
☐	☐	2	Did you have any children under 19 (or 24 if a full time student) who received more than $1,100 in investment income?
☐	☐	3	Did you pay education expenses for dependents? Provide 1098T, totals for out of pocket expenses & 1099Q if applicable.
☐	☐	4	Did anyone in your family receive a scholarship of any kind during 2019?
☐	☐	5	Did you pay any dependent care expenses for a child or a parent? Provide statement with tax ID number.
☐	☐	6	Did you pay over half of the support for a parent or someone else you aren't claiming as a dependent?
☐	☐	7	Are all of your dependents either US residents or citizens?

Yes	No		**Health Care Coverage**
☐	☐	1	Did you receive a subsidy for marketplace health insurance? If so, please provide Form 1095-A

Yes	No		**Income (In 2019, did you or your spouse have any of the following?)**
☐	☐	1	Wages? (include form(s) W-2)
☐	☐	2	Non-employee compensation? (include form(s) 1099-MISC and any expenses associated with this income)
☐	☐	3	Interest income? (include form(s) 1099-INT)
☐	☐	4	Dividend income? (include form(s) 1099-DIV)
☐	☐	5	Did you receive any tax-exempt income, such as interest or dividends from municipal bonds or a mutual fund account?
☐	☐	6	Gambling income? (include form(s) W-2G). Be sure to include any gambling expenses.
☐	☐	7	Social security or Railroad Retirement benefits? (include form(s) SSA-1099 & RRB-1099)
☐	☐	8	Did you receive a state or local refund, or a refund of any other deduction you itemized in a prior year? (attach 1099-G)
☐	☐	9	Disability income? (include form(s) W-2 or 1099)
☐	☐	10	Unemployment compensation? (include form(s) 1099-G)
☐	☐	11	Alimony?
☐	☐	12	Did you receive payments from a Long-Term Care insurance contract?
☐	☐	13	Did you receive, or expect to receive, a Schedule K-1 (or substitute K-1) from a trust, estate, partnership, or S corp?
☐	☐	14	Did you receive employer-provided adoption benefits for a previous year?
☐	☐	15	Did you cash in any U.S. savings bonds?
☐	☐	16	Did you make a loan to someone at an interest rate below market rate?
☐	☐	17	Did you receive any income not reported in this Organizer?

Yes	No		**Foreign Reporting**
☐	☐	1	Did you have an interest in or signature authority over a financial account in a foreign country?
☐	☐	2	Were you the grantor of or transferor to a foreign trust?
☐	☐	3	Did you receive income from a foreign source or pay taxes to a foreign government?
☐	☐	4	Did you have financial interest or signature authority over a foreign financial account with a value exceeding $10k in 2019?
☐	☐	5	If yes to the above question, your FBAR filing is due 4/15. Information can be found on the fincen.gov website.

Yes	No		**Retirement & Other Plans**
☐	☐	1	Did you receive any distributions from a retirement plan? (Include form(s) 1099-R)
☐	☐	2	Did you rollover a retirement plan distribution into another plan? If into an IRA, provide 1099-R showing rollover distribution.
☐	☐	3	Did you convert a traditional IRA to a Roth IRA?
☐	☐	4	Did you make a contribution to a retirement plan? (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
☐	☐	5	Did you receive a distribution from an Achieving a Better Life Experience (ABLE) savings account?
☐	☐	6	Did you receive a distribution from an HSA, Archer MSA or Medicare Advantage MSA (Include form(s) 1099-SA)
☐	☐	7	Did you make any contributions to an HSA (Health Savings Account) in 2019 besides though payroll deductions?

Yes	No		**Purchases, Sales, Gains and Losses**
☐	☐	1	Do you have any short sales, commodity sales, or straddles?
☐	☐	2	Did you buy or sell any bonds?
☐	☐	3	Did you receive stock from a stock bonus plan with your employer?
☐	☐	4	Did you sell any other personal assets at a gain?
☐	☐	5	Did you sell any real estate (other than your home) during the year?
☐	☐	6	Did you sell any assets using the installment method?
☐	☐	7	Did you receive proceeds from a prior year installment sale?
☐	☐	8	Did you purchase a rental property? Provide closing statement.
☐	☐	9	Did you exchange any property for other property?

☐ ☐ **10** Did you purchase a new vehicle, aircraft or boat?
☐ ☐ **11** Did any security become worthless during 2019?
☐ ☐ **12** Did any debts become uncollectible during 2019?
☐ ☐ **13** Did you puchase any items acquired out of state, online or by mail order that did not include sales tax?

Yes No

Business and Rental Property Income & Deductions

☐ ☐ **1** Did you start or acquire a new business?
☐ ☐ **2** Did you sell any part of an existing business, or sell business assets?
☐ ☐ **3** Did you cease operating any business or rental property?
☐ ☐ **4** Did you remove any of your business assets for personal use?
☐ ☐ **5** Did you use part of your home for business purposes?
☐ ☐ **6** Did you make any contributions to a Keogh or a self-employed SEP plan for 2019?
☐ ☐ **7** Do you pay for any health or long term care insurance through your business? Provide dollar amount for each.
☐ ☐ **8** If you or your spouse are self-employed, are either of you covered under an employer's health plan?
☐ ☐ **9** Did you purchase any furniture or equipment for your business? Provide date and cost for each asset.
☐ ☐ **10** Did you make any improvements to your rental properties? Provide date and cost of any major improvements.
☐ ☐ **11** Did you receive income from raising animals or crops?
☐ ☐ **12** If self employed, did you use your car on the job (other than to and from work)? Provide total and business miles for 2019.
☐ ☐ **13** If self employed, did you incur any travel expenses for business purposes?
☐ ☐ **14** If self employed, did you pay for business related meals?

Yes No

Other Deductions

☐ ☐ **1** Did you pay expenses for the care of your child or other dependent so you could work?
☐ ☐ **2** Did you purchase a 'clean fuel' or electric hybrid vehicle in 2019?
☐ ☐ **3** Did you refinance a mortgage or take out a home equity loan during 2019?
☐ ☐ **4** Did you incur moving expenses during the year due to a military order and incident to a permanent change in station?
☐ ☐ **5** Did you or your spouse pay any educational expenses for yourselves?
☐ ☐ **6** Did you pay any student loan interest?
☐ ☐ **7** Did you make any federal or state estimated payments? PROVIDE DATE AND AMOUNT OF EACH PAYMENT.
☐ ☐ **8** Did you pay alimony?
☐ ☐ **9** Did you donate non-cash donations? If you itemize deductions, provide the value and date of each donation.

Yes No

Miscellaneous

☐ ☐ **1** Did you make gifts of more than $15,000 to any one person?
☐ ☐ **2** Did you engage the service of any household employees?
☐ ☐ **3** Did your bank account information change within the last twelve months?
☐ ☐ **4** Do you want to allocate $3 to the Presidential Election Campaign Fund?
☐ ☐ **5** Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?
☐ ☐ **6** Did you file Form 8839, Adoption Credit, in a previous year or incur adoption expenses in 2019?

Yes No

Return preparation and filing

☐ ☐ **1** Do you want to e-file your return?
2 If you are due a refund, how do you want to receive it?

☐ Check sent to you in the mail ☐ Other quick refund via a bank product
☐ Apply to next year's estimates ☐
☐ Direct deposit (please provide voided blank check) Type of account: ☐ Checking ☐ Savings

If you owe taxes, how do you want to pay them? ☐

☐ Paper check sent with my return ☐ Credit card ☐ Installment Agreement
☐ Direct debit (please provide a voided blank check) Type of account: ☐ Checking ☐ Savings

☐ ☐ **3** Do you want to allow your tax preparer to discuss this year’s return with the IRS?
If no, enter another person (if desired) to be allowed to discuss this return with the IRS:

Designee's name ______________________ Phone Number ______________ Personal identification Number (5 digit PIN) ________