

# TAX ORGANIZER

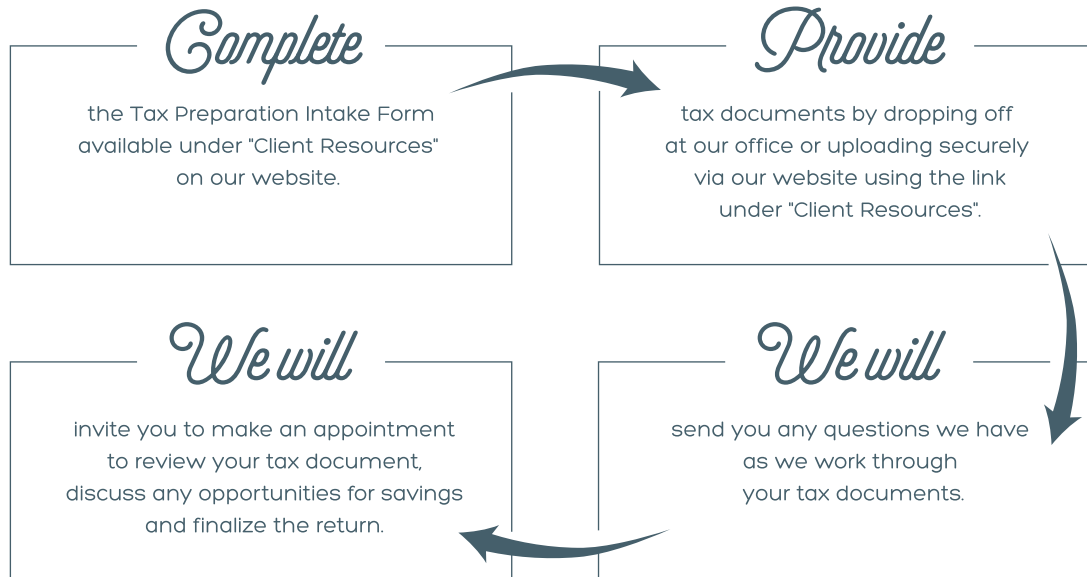


# *Checklist*



**HONEST**  
EST. **BUCK** 2007  
ACCOUNTING

# TAX INTAKE PROCESS



## DEADLINES

Jan 16, 2018	4th Quarter Estimated Taxes Due
Jan 31, 2018	W2 To Be Mailed
Feb 15, 2018	Brokerage Tax Documents To Be Mailed
March 15, 2018	Partnership (1065) and S-Corp (1120-S) Tax Filings Due
March 15, 2018	Last Day to Submit Tax Documents to Honest Buck for On-Time Filing
April 16, 2018	Individual Tax Return (1040) and Corporate Tax Return (1120) Due
April 16, 2018	First Quarter Estimated Tax Payment Due
June 15, 2018	Second Quarter Estimated Tax Payment Due
September 17, 2018	Extended Partnership (1065) and S-Corp (1120-S) Tax Filings Due
September 17, 2018	Third Quarter Estimated Tax Payment Due
October 15, 2018	Extended Individual Tax Return (1040) and Corporate Tax Return (1120) Due
January 15, 2019	Fourth Quarter Estimated Tax Payment Due

Links to several useful resources, including rental schedules, common business deductions and more are available under the Client Resources section at [Honestbuck.com](http://Honestbuck.com)

# Personal

## TAX DOCUMENT CHECKLIST

### 1. TAX DOCUMENTS AND FORMS TO BRING IN

- Names, Social Security Numbers, and Date of Birth for All Family Members \_\_\_\_\_
- All W-2's \_\_\_\_\_
- Social Security \_\_\_\_\_
- 1099 INT/DIV \_\_\_\_\_
- 1099 MISC \_\_\_\_\_
- 1099 G \_\_\_\_\_
- Other 1099 \_\_\_\_\_
- K-1 Partnerships & S Corp \_\_\_\_\_
- Prior Year Tax Filings \_\_\_\_\_

### 2. OTHER INCOME AND EXPENSES

- Alimony Received/Paid \_\_\_\_\_
- Scholarships/Grants \_\_\_\_\_
- IRA Contributions/Withdrawal \_\_\_\_\_
- 1098-T Education Tuition Expense \_\_\_\_\_
- Self Employed \_\_\_\_\_
- Jury Duty Pay (not reimbursed) \_\_\_\_\_
- Gambling & Lottery \_\_\_\_\_
- Non-taxable Income \_\_\_\_\_
- Adoption Expenses \_\_\_\_\_
- Investment Income \_\_\_\_\_
- Tips \_\_\_\_\_
- Investment Expenses \_\_\_\_\_
- Interest Paid on Student Loans \_\_\_\_\_
- Educator Expenses (receipts required) \_\_\_\_\_
- Hobby Income and Expenses \_\_\_\_\_
- HSA or Similar Contribution \_\_\_\_\_
- Child Care Expenses:  
Name, EIN# or SSN#, amount paid,  
address \_\_\_\_\_

### 3. MEDICAL DEDUCTIONS, MUST EXCEED 10% AGI

- Medical Miles/Transportation \_\_\_\_\_
- Out of pocket Medical/Dental Insurance \_\_\_\_\_
- Medical Expenses (not reimbursed) \_\_\_\_\_
- Prescriptions, glasses/contacts, dental, medical, hearing aids, hospital & emergency, surgery, labs & x-rays, travel & lodging, therapy treatments, wheelchair, cane \_\_\_\_\_

### 4. TAXES AND INTEREST YOU PAID

- State Income Tax Payments \_\_\_\_\_
- Real Estate Tax/Property tax \_\_\_\_\_
- 1098 Home Mortgage Interest \_\_\_\_\_
- Points Paid at Closing \_\_\_\_\_
- Sales Tax Paid on Items Greater than \$1,500 \_\_\_\_\_

### 5. CHARITABLE CONTRIBUTIONS & VOLUNTEER

- Church \_\_\_\_\_
- College \_\_\_\_\_
- Non-profit \_\_\_\_\_
- Furniture/Clothing Donation \_\_\_\_\_
- Volunteer Expenses (out of pocket) \_\_\_\_\_
- Volunteer Miles Drive \_\_\_\_\_

### 6. OTHER ITEMIZED DEDUCTIONS

- Job Related Moving Expenses \_\_\_\_\_
- Unreimbursed Business Expenses \_\_\_\_\_
- Total Annual Business Miles \_\_\_\_\_
- Actual Auto Expenses (gas, interest, repairs) \_\_\_\_\_
- Tools, Equipment, Uniforms \_\_\_\_\_
- Job Seeking Expenses \_\_\_\_\_
- Continuing Education/Related Education \_\_\_\_\_
- Tax Preparation and Advice \_\_\_\_\_
- Union Dues \_\_\_\_\_
- Safe Deposit Box \_\_\_\_\_

### 7. OTHER

- Casualty and Theft Losses:  
Accident, fire, theft, natural disasters \_\_\_\_\_
- Clean energy Credits \_\_\_\_\_
- Affordable Healthcare Documents,  
including 1095-A \_\_\_\_\_

### 8. ESTIMATED TAX PAYMENTS MADE

- Date \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_
- Date \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_
- Date \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_
- Date \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_

### NOTES

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# Self Employed

## TAX DOCUMENT CHECKLIST

### 1. INCOME

- Social Security \_\_\_\_\_
- 1099 INT/DIV \_\_\_\_\_
- 1099 MISC \_\_\_\_\_

### 2. COSTS OF GOODS SOLD

- Purchases of Goods Sold \_\_\_\_\_
- Materials & Supplies \_\_\_\_\_
- Ending Inventory \_\_\_\_\_

### 3. AUTO EXPENSES

- Total Miles Driven \_\_\_\_\_
- Total Business Miles Driven \_\_\_\_\_
- Lease Payments \_\_\_\_\_
- Auto Insurance \_\_\_\_\_
- Repairs and Maintenance \_\_\_\_\_
- Total Fuel Purchased \_\_\_\_\_
- Make and Model of Vehicle \_\_\_\_\_

### 4. TOTAL GROSS WAGES PAID

- Total Gross Wages Paid \_\_\_\_\_
- Company Paid HCA \_\_\_\_\_
- Federal Unemployment Paid \_\_\_\_\_
- 1099's Documents Submitted to IRS \_\_\_\_\_
- Workers Compensation Paid \_\_\_\_\_

### NOTES

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### 5. IN HOME OFFICE

- Rent Paid \_\_\_\_\_
- Purchase Price of Home \_\_\_\_\_
- Total Square Feet of Home \_\_\_\_\_
- Total Square Feet of Office \_\_\_\_\_
- Utilities Paid \_\_\_\_\_
- Home Repairs \_\_\_\_\_
- Home Insurance \_\_\_\_\_

### 6. OTHER ITEMIZED DEDUCTIONS

- Advertising \_\_\_\_\_
- Bank Charges \_\_\_\_\_
- Commissions Paid \_\_\_\_\_
- Contract Labor Paid \_\_\_\_\_
- Dues & Subscriptions \_\_\_\_\_
- Health Insurance for Owners \_\_\_\_\_
- Health Insurance for Employee's \_\_\_\_\_
- Insurance (Other than Health and Auto) \_\_\_\_\_
- Interest Paid \_\_\_\_\_
- Legal & Professional Fees \_\_\_\_\_
- Liability Insurance \_\_\_\_\_
- Meals & Entertainment \_\_\_\_\_
- Office Supplies \_\_\_\_\_
- Expenses \_\_\_\_\_
- Travel Expenses \_\_\_\_\_
- Utilities \_\_\_\_\_

### NOTES

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# Rental Property

## TAX DOCUMENT CHECKLIST

### 1. INCOME

- Rent Received \_\_\_\_\_
- Deposits Received \_\_\_\_\_

### 2. ESTIMATED TAX PAYMENTS MADE

- Advertising \_\_\_\_\_
- Vehicle Mileage Year End Total \_\_\_\_\_
- Vehicle Mileage: Total Business Use \_\_\_\_\_
- Clearing and Maintenance \_\_\_\_\_
- Commissions Paid \_\_\_\_\_
- Insurance \_\_\_\_\_
- Legal and Professional Fees \_\_\_\_\_
- Management Fees \_\_\_\_\_
- Mortgage Interest \_\_\_\_\_
- Repairs & Maintenance \_\_\_\_\_
- Supplies \_\_\_\_\_
- Real Estate Taxes \_\_\_\_\_
- Utilities \_\_\_\_\_
- City Code Fees \_\_\_\_\_
- Other Costs \_\_\_\_\_

### NOTES

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### PROPERTIES

Address: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
First Date of Rental: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
Prior Depreciation taken by Property: \_\_\_\_\_

Address: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
First Date of Rental: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
Prior Depreciation taken by Property: \_\_\_\_\_

Address: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
First Date of Rental: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
Prior Depreciation taken by Property: \_\_\_\_\_

### NOTES

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