MASSING & ELLIOTT
CERTIFIED PUBLIC ACCOUNTANTS

903.597.5555 **www.massingelliott.com** **Fax: 903.597.3811**

2016 Income Tax Organizer

Thank you for choosing our firm to prepare your income tax return.

Please fill out the information in this packet. Please bring this packet along with all your tax documents to the meeting.

Please provide us with the following additional information:
- Form(s) W-2 (wages, etc.)
- Form(s) 1099 (interest, dividends, etc.)
- Form(s) 1099-R (pensions, retirement, etc.)
- Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)
- Closing statements pertaining to real estate transactions
- Form(s) 1098-MORT (mortgage interest)
- Form(s) 1098-T (tuition)
- Form(s) 1098-E (student loan interest)
- Form(s) 1099-K (credit card payments received)
- Brokerage statements
- Any notices received from the IRS

If you have tax circumstances that you would like to discuss in person, please call/email Juli to set up an appointment.

juli@massingelliott.com 903-597-5555 ext 10

Thank you!

2016 Tax Organizer

MASSING & ELLIOTT CPAs

MASSING & ELLIOTT
Certified Public Accountants
318 E. 5th Street
Tyler, Texas 75701
903.597.5555
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IMPORTANT QUESTIONS

PLEASE PROVIDE US WITH ALL 2016 TAX FORMS YOU HAVE RECEIVED

If we have questions, what is the best phone number or email address to contact you?
phone and/or email: ______________________________________

Did you make estimated tax payments for 2016? If so, please provide the dates and amounts on next page.

Did you purchase a motor vehicle, motor home, ATV or other large ticket item in 2016? If so, please provide the amount of sales tax paid $__________________

Did you sell any stocks, bonds or other investment property?
If so, please provide the date acquired and cost information.

Did you receive a distribution from or make a contribution to a retirement plan (401(k), IRA, etc.)?

Did you, your spouse, or a dependent incur any tuition, books, or supplies expenses that are required to attend a college, university, or vocational school? If you answered "yes", please provide the information.

Please see the Affordable Care Act Questionnaire on page 5.

THIS IS REQUIRED

Did you have foreign financial assets with a value of more than $10,000 at any point during the year 2016?

Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?

Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?

Please contact us if you receive a letter from the IRS or any state taxing agency.
Reminder: The IRS does not contact anyone through email.

How did you hear about us? Client Referral ______ Google______ Other______
Did you visit our website? Yes_____ No______

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TAXPAYER INFORMATION

First Name	Initial
Last Name	
Social Security #	
Date of Birth	
Occupation	
Phone Number	
Email Address	
Address:	

SPOUSE INFORMATION

First Name	Initial
Last Name	
Social Security #	
Date of Birth	
Occupation	
Phone Number	
Email Address	

DEPENDENTS

First Name	Last Name	Soc. Sec No.	Date of Birth

ESTIMATED TAX PAYMENTS

Quarter	Amount Paid	Date Paid
1st Quarter		
2nd Quarter		
3rd Quarter		
4th Quarter		
Was overpayment applied from prior year return?		

If you receive a refund and want it directly deposited into your bank account, please attach a voided check.

	INCOME Attach the following forms and information as applicable
1	**W-2s**
2	**1099s** for Dividends, Interest, and Sales: 1099-DIV, 1099-INT, 1099-B Note: If any sales are reported, we will need dates purchased and cost basis
3	**1099s** for Social Security, Retirement Distributions, State Refunds, Misc. Income, Gambling Winnings, Distributions from Qualified Education Programs, etc. Please also make note of any taxable income where 1099s were not received, such as alimony.
4	**Business income and expenses** (attach summary for each business)
5	**Rental income and expenses** (attach summary for each property)
6	**Schedule K-1s** from partnerships, estates and trusts, or S corporations
7	**Copy of 2014 & 2015 Federal and State Income Tax Returns** (if not already provided)

	ADJUSTMENTS TO INCOME
8	**Traditional IRA Contributions for 2016** (must be made by April 15, 2017):
	Actual amount you contributed
	Taxpayer $
	Spouse $
	Do you want us to calculate the maximum allowable?
9	**Roth IRA Contributions for 2016** (must be made by April 15, 2017):
	Actual amount you contributed
	Taxpayer $
	Spouse $
	Do you want us to calculate the maximum allowable?
10	**SEP/Simple, Etc., Plan Contributions** (must be made by extended due date of Tax Return):
	Actual amount you contributed
	Taxpayer $
	Spouse $
	Do you want us to calculate the maximum allowable?
11	**Tuition- Attach form 1098-T **Form 1098-T is required by the IRS**
12	**Additional College related expenses: Please give amounts paid for school books and supplies**
13	**Student Loan interest-Attach Form 1098-E**
14	**Self-Employed Health Insurance: Please provide amount of premiums paid in 2016**

DEDUCTIONS AND CREDITS

MEDICAL & DENTAL	AMOUNT		CHARITABLE CONTRIBUTIONS	AMOUNT
Medicines and Prescription Drugs			**Cash or Check Contributions:**	
Doctors, Dentists, Nurses, Hospitals				
Eyeglasses/Contact Lenses				
Hearing Aids/Batteries				
Other Medical Expenses				
Other Medical Expenses				
Medical Insurance Premiums				
Long Term Care Ins. Premium-Taxpayer				
Long Term Care Ins. Premium-Spouse				
Miles Driven to Dr/Dentist/Hospital/Rx/Etc	mi.		**Other Than Cash:** clothing, furniture,...	**VALUE**
TAXES YOU PAID	**AMOUNT**			
Real Estate Taxes on Home paid in 2016				
Taxes on Unimproved R.E. (land)				
			Charitable Travel:	mi.
INTEREST YOU PAID	**AMOUNT**		**CHILD CARE CREDITS**	**AMOUNT**
Mortgage interest			Total child care expenses paid	
Please attach all Forms 1098-MORT			Child Care Organization's/Person's Info.	
			(A)Name:	
Investment interest (margin interest)			(B)Address:	
Attach closing escrow statement for purchase, sales, or refinance				
			(C)Tax ID No./Soc. Sec. No.:	

MISCELLANEOUS DEDUCTIONS	AMOUNT		MISCELLANEOUS DEDUCTIONS	AMOUNT
Unreimbursed Employee Business Expense:	Attach detail		Job Seeking Costs	
Union and Professional Dues			Tax Return Preparation Fee	
Automobile (if used for business):			Investment Expense, Management Fees, etc.	
Auto Mileage TOTAL	mi.		(only if paid with funds outside of retirement accounts)	
Auto Mileage Business	mi.		Safe Deposit Box	
Auto Mileage Commuting	mi.		Gambling Losses-only to extent of winnings	
Auto Expenses (gas, oil, insurance, etc.)			Other	
Auto Loan Interest			Other	
Auto Lease Payments				

Affordable Care Act (Obamacare)

****The IRS is REQUIRING answers to the following questions****

Taxpayer Name:_________________________

**If this information is not provided or if you did not have health coverage, you may be assessed a penalty by the IRS.

☐ YES ☐ NO Did you and your dependents have health coverage in 2016?

If you marked yes, please provide form 1095-A, 1095-B or 1095-C (these will be provided by the insurance company or your employer). If you did have health insurance, please fill out the Health Coverage Form on the following page.

☐ YES ☐ NO I received health insurance through the Federal Exchange or a State Exchange.

If you marked yes, you must provide form 1095-A.

☐ YES ☐ NO I was on Medicare* or Medicaid for all of 2016.

☐ YES ☐ NO My spouse was on Medicare* or Medicaid for all of 2016.

*If you were on Medicare, Form 1095 is not required.

Q&A

Q: Will I owe a penalty for not having health insurance in 2016? You may owe a penalty if you, your spouse and your dependents did not have health insurance coverage for at least 10 months of 2016.

Q: How much will my penalty be for not having health coverage? We will not be able to give you the amount of your penalty until we have completed your tax return.

Q: Do I need an appointment to bring in my taxes? You do not need to make an appointment. An appointment is only necessary if you need to discuss something with Kurt or Liz.

Q: How should I get my tax information to your office? You can mail, email, fax or drop off your tax information. If you bring the information to our office and we are closed, put it in the mail slot on our door. Fax#903-597-3811. You can also use the Sharefile link on our website

Q: How is the tax return filed? We will electronically file your tax return with the IRS once we have received your signed form 8879. We cannot give you form 8879 until we have completed your return. Form 8879 will be included in the packet with your completed tax return.

Q: What is the latest I can bring my information if I don't want to file an extension on April 15? March 20, 2017

Q&A

Q: Who files the extension? What is it an extension for? We will file an automatic 6-month extension for you. This extends the time you have to file the return until October 15. It DOES NOT extend the time you have to pay the tax. If tax is owed and it is paid after April 15, the IRS will assess penalties and interest.

Q: What should I do if I want to send a payment with the extension? Call or email us and we will send you an extension form. You will then mail the extension form along with your check to the IRS.

Q: What should I do if I need someone to estimate how much I should send with the extension? If you would like us to estimate how much you should send with the extension, you will need to bring in your information by March 20, 2017.

Q: How long will it take to get my refund? It usually takes about 2-4 weeks to get your refund (if there are no problems). You will get your refund faster if you have it deposited directly into your bank account. If you have waited 4 weeks and haven't received your refund, please go to www.irs.gov/Refunds. If you call our office we won't be able to give your refund status.