

**2016 INCOME TAX ORGANIZER  
(and e-filing instructions)**

**\*indicates required information**

<u>TAXPAYER</u>	<u>SPOUSE (if applicable)</u>
*Name: _____	*Name: _____
*SSN: _____	*SSN: _____
*Birth Date: _____	*Birth Date _____
*Address: _____	
*Email: _____	*Email: _____
*Phone: _____	*Phone: _____
*Preferred method of contact: _____	

**E-filing steps:** When we complete your return we will email you instructions to open and print it. If you approve, sign the e-file authorization and return it to us electronically (you no longer have to mail or fax it to us).

To take these steps you will access a secure site similar to what your credit card company uses. A password you create will enable you to view and print your return, and to return your e-file authorization back to us.

**We will email you more detailed instructions when your return is complete.**

**Contact Us:** If you have any questions, Kristie can be reached at the office: (615) 840-7470 (Ext. 203) or [kstark@leemarsdenlaw.com](mailto:kstark@leemarsdenlaw.com). Lee can be reached at (615) 974-3976 or [leemarsdenlaw@gmail.com](mailto:leemarsdenlaw@gmail.com).

**Electronically Deposit Your Refund:** We can have your refund electronically deposited if you provide us:

Bank Name: _____	Type of Acct. (checking or savings): _____
Routing #: _____	Account #: _____

Check this box to authorize the IRS to communicate directly with me if questions arise in processing the return.

<b>The IRS CAN discuss my 2016 return with Lee:</b>	<b>(T) Yes</b> _____	<b>(S) Yes</b> _____
	<b>(T) No</b> _____	<b>(S) No</b> _____

When we e-file your return we use a 5 digit PIN (generally, the last 5 digits of your SSN) as your electronic “signature”. Please **initial** this space to authorize us to create this PIN for you. (Married couples **both** initial, please).

**I authorize Lee to create my e-file PIN.** This is the number we transmit to the IRS as your authorization to e-file the return.

(T) Yes \_\_\_\_\_ (T) No \_\_\_\_\_  
 (S) Yes \_\_\_\_\_ (S) No \_\_\_\_\_

**DEPENDENT INFORMATION**

Please list your dependents’ **full names, birth dates** and **Social Security Numbers**.

<u>*Name</u>	<u>*Birth Date</u>	<u>*Social Security Number</u>

**If additional room is needed please use the space provided on Page 13, or attach a separate page.**

**INCOME**

1. W-2’S, 1099’S AND CASH

List below the source of income, amount and federal withholding. **Please provide copies of all W-2’s and 1099’s. They contain additional information needed for e-filing.**

<u>Type</u> (W-2, 1099, Cash, etc.)	<u>Source</u> (Employer Name)	<u>Amount (T)</u>	<u>Amount (S)</u>	<u>Fed W/H</u> (if any)

**If additional room is needed use the space provided on Page 13, or attach a separate page.**

2. SALE OF STOCK, EQUIPMENT AND PROPERTY

For each item sold indicate the following (i.e. 200 shares ABC corporation stock, violin, rare coin, etc.): the date bought, its cost, the date it was sold and the amount received. **Please provide copies of any 1099-B forms you have. If additional room is needed use the space provided on Page 13, or attach a separate page.**

<u>Item Sold</u>	<u>Purchase Date</u>	<u>Sale Date</u>	<u>Purchase Price</u>	<u>Sale Price</u>

3. REAL ESTATE SALES OR PURCHASES

**Provide a copy of the closing statement and loan documents for the sale and the original purchase of the real estate you sold.** Provide these for any new real estate you buy, also. In most cases, gain on sale of your home will be tax free, but some information may need to be reported, so provide these documents for home sales, too.

4. RETIREMENT PLAN DISTRIBUTIONS

If you received distributions from an IRA, Keogh or other retirement or pension plan during the year (including some types of insurance), **provide copies of the Form 1099 and any written information about it you received.**

5. RENTAL INCOME AND EXPENSES

Fill out page 1 of IRS Schedule E available online at [www.LeeMarsdenLaw.com](http://www.LeeMarsdenLaw.com) or (Google "IRS 2016 Schedule E").

6. UNEMPLOYMENT COMPENSATION AND SOCIAL SECURITY

**Taxpayer                      Spouse**

If you received either of these during 2016, **provide a copy of the year end statement which shows what you received and withholdings, if any.**

\_\_\_\_\_

7. PARTNERSHIPS, TRUSTS, ESTATES AND SUB-S CORPORATIONS

If you own an interest in any of these, **provide a copy of the IRS "K-1 form"** you received for the year.

8. FOREIGN INCOME

**Taxpayer                      Spouse**

**Provide documented information** on how much you received and the amount of any tax withheld.

\_\_\_\_\_

9. OTHER INCOME

If you received any other income, indicate its source and amount.

**Taxpayer**

**Spouse**

10. GIFTS OR INHERITANCES

**Gifts and inheritances you receive are not taxable income**, but if you receive property useful in your business, you can deduct it. This includes Christmas, birthday, graduation and wedding gifts. If the gift was in an earlier year, you may be able to depreciate it this year. Describe what you received, when you received it, and estimate its value, below.

**PERSONAL DEDUCTIONS**

11. TAXES

A. Property (real estate) taxes

\_\_\_\_\_

B. State and local **estimated** income tax payments

\_\_\_\_\_

12. MORTGAGE INTEREST

A. Home mortgage paid to a lending institution.

\_\_\_\_\_

B. Paid to an individual:

\_\_\_\_\_

Individual's name, address and Social Security number:

13. OTHER DEDUCTIBLE INTEREST

Deductible if used for business:

Credit Card:

\_\_\_\_\_

Bank Loans:

\_\_\_\_\_

Family Loans:

\_\_\_\_\_

Margin Accounts:

\_\_\_\_\_

14. CHARITABLE CONTRIBUTIONS

**Cash** (or check) contributions:

\_\_\_\_\_

**Property:** For example, furniture, clothing or appliances. If your donations total less than \$500 put the total here. If your total donations exceed \$500, **provide copies of receipts or lists showing what you donated, where it was donated and estimate the value.**

\_\_\_\_\_

15. MEDICAL EXPENSE

Most medical expenses are only deductible if they exceed 10% of adjusted gross income (7.5% for persons aged 65 or older). However, a person with self-employment income from a business or partnership can deduct 100% of health insurance premiums without regard to this limit.

Doctors, Dentists, Chiropractors, etc.		_____
Prescription drugs & Medical equipment	+	_____
Medical insurance (paid directly or withheld from paychecks)	+	_____
Transportation; For driving list miles; for other list the actual expenses	+	_____
(Reduce these by any insurance reimbursement)	-	_____
<b>Net Medical Expenses</b>	<b>=</b>	_____

16. LOSS FROM THEFT, ACCIDENT OR DAMAGED PROPERTY

The net loss, after insurance reimbursement, must exceed 10% of your adjusted gross income, and only that excess is deductible. The rules for the deduction are complicated. Call if you had such a loss and we can tell you what information we will need.

17. MOVING EXPENSE

If you moved more than 50 miles in connection with a job change, you may deduct moving expenses. You must have worked full time for at least 39 weeks in the 12 month periods before and after the move.

Transportation for you and your family		_____
Moving household goods and personal effects	+	_____
Less reimbursement, if any	-	_____
<b>Net Moving Expenses</b>	<b>=</b>	_____

18. RETIREMENT PLAN DEDUCTIONS

	<b>Taxpayer</b>	<b>Spouse</b>
(IRAs, SEPs, Keoghs, Roth IRAs and Education IRAs) Provide information or copies of receipts for the 2016 contribution.	_____	_____

19. ALIMONY DEDUCTION

If you paid alimony, indicate the amount paid in 2016. \_\_\_\_\_

Ex-spouse's full name and Social Security number:

20. STUDENT LOAN INTEREST

In 2016 you can deduct up to \$2,500 of student loan interest during the first 60 months of installments. The installments do not have to be made in consecutive months.

**Taxpayer**

**Spouse**

\_\_\_\_\_

**TAX CREDITS, PAYMENTS AND EXTENSIONS**

21. CHILD CARE CREDIT

Add the total 2016 payments made to anyone who looked after your child or children while you worked or looked for work. We need the complete name, address and ID/SSN# of the care provider as well as for whom the care was provided.

<u>Care For</u>	<u>Provider Name &amp; Address</u>	<u>Provider's EIN (tax ID) or SSN</u>	<u>Amount</u>

**If additional room is needed please use the space provided on Page 13, or attach a separate page.**

A fraction of the cost of private school may be deductible for children between 6 & 12 if the school provides day care before 9:00 a.m. or after 3:00 p.m. **For children aged 13 years and older, there is no child care credit.**

22. HIGHER EDUCATION CREDITS

**Please provide copies of all Forms 1098-T**

(Hope Scholarship and Lifetime Learning Credits) Add the total 2016 payments made to any accredited college or university.

\_\_\_\_\_

Who was the student?

**If additional room is needed please use the space provided on Page 13, or attach a separate page.**

**BUSINESS AND INVESTMENT DEDUCTIONS**

23. ADVERTISING

**Taxpayer**

**Spouse**

This is anything which promotes a product or service

\_\_\_\_\_

A. Gifts: These are deductible when given to people with whom you have a business relationship, for the purpose of generating good will. "House gifts" to friends who put you up during business travel are deductible.

\_\_\_\_\_

B. Job Seeking: Any expenses incurred in connection with considering new employment are deductible. No job change is required. Examples of this include: travel, resume copies, publicity photos, long distance telephone, entertainment, cost of how-to books, and the cost of newspapers or magazines containing information about conditions affecting your business or profession, trends or leads.

\_\_\_\_\_

24. BAD DEBTS

Money you loaned but were never repaid can be deducted the year it finally becomes uncollectible. Some examples of such loans are rent reimbursement never received for sharing an apartment or house, payment never received for a car or equipment you sold, child care or a court judgment never collected, in addition to ordinary cash loans.

\_\_\_\_\_

25. EQUIPMENT

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

26. INSURANCE

- Home insurance: See **“home office”** section below.
- Auto insurance: See **“auto expense”** section below.
- Disability insurance: See **“medical expense”** section above.
- Other insurance: Any insurance for business property or liability is deductible.
- Life insurance is **not** deductible.

\_\_\_\_\_

27. LEGAL AND ACCOUNTING FEES

Legal and accounting fees are deductible when they are for business, tax or investment matters.

\_\_\_\_\_

<b>BUSINESS AND INVESTMENT DEDUCTIONS CONT.</b>	<b>Taxpayer</b>	<b>Spouse</b>
28. <u>OFFICE EXPENSE</u> This includes printing, copying, postage and freight.	_____	_____
29. <u>OFFICE RENT</u>	_____	_____
30. <u>EQUIPMENT RENTAL</u> Cost of renting or leasing equipment used in work	_____	_____
31. <u>REPAIRS</u> Building or equipment repairs pertaining to business or employment are deductible. For repairs to home or cars see the " <b>home office expense</b> " and " <b>auto expense</b> " categories below.	_____	_____
32. <u>SUPPLIES</u> Calculate the total spent on supplies for the year. Any item which cost less than \$100 and which will last less than 5 years.	_____	_____
33. <u>TAXES, LICENSES &amp; PERMITS</u> These are deductible if for business or employment.	_____	_____
34. <u>BUSINESS TRAVEL</u>		
A. <b>Travel:</b> Air, rail, bus, taxies, subways, etc.	_____	_____
B. <b>Accommodations:</b> Hotel, motel, and the cost of gifts you gave to people with whom you stayed on business trips.	_____	_____
C. <b>Supplies:</b> Includes laundry, toothpaste, shoe laces, etc.	_____	_____
D. <b>Parking:</b> For any business driving or travel.	_____	_____
E. <b>Meals:</b> All food, whether from a restaurant or a grocery store. <sup>1</sup>	_____	_____

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<sup>1</sup> Meals are deductible if you are out of town at least overnight for business. You have a choice of claiming actual expenses or using a *per diem* for the city you were in. For example, Nashville has a *per diem* rate of \$66/day. New York (Manhattan) is \$71/day; London is \$175/day (as of 12/31/16); Tokyo City is \$173 per day. *Per diems* for all cities in the world can be found at: <http://www.gsa.gov/portal/category/100120> for locations inside the contiguous United States (CONUS) and [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) for locations outside the contiguous United States (OCONUS). If you have questions when using these sites, give us a call.



**BUSINESS AND INVESTMENT DEDUCTIONS CONT.**

**Taxpayer**

**Spouse**

35. ENTERTAINMENT

Entertaining people (meals or other entertainment) with whom you have business relationships is deductible if you discuss business during the entertainment or meal. It can occur in a restaurant or at home. You must pay for the other person as well as for yourself. Note who you were with and what was discussed on the receipt. A party is deductible if it is for people with whom you have business relationships.

\_\_\_\_\_

\_\_\_\_\_

36. TELEPHONE

Long distance business calls are always deductible. The monthly charge is deductible for a separate business line. The cost of an answering service, pager or answer machine is deductible.

\_\_\_\_\_

\_\_\_\_\_

37. DUES & PUBLICATIONS

A. **Union dues** and Work dues.

\_\_\_\_\_

\_\_\_\_\_

B. **Professional Dues:** Dues for membership in professional organizations and annual fees for renewing certification in a profession.

\_\_\_\_\_

\_\_\_\_\_

C. **Publications:** The cost of newspapers, magazines or other information services may be deductible if the information in them is economically useful to you.

\_\_\_\_\_

\_\_\_\_\_

D. **Internet & Cable:** Same.

\_\_\_\_\_

\_\_\_\_\_

38. BANK ACCOUNT CHARGES

These are deductible for business bank accounts, safe deposit box fees, and fees for administering a retirement account.

\_\_\_\_\_

\_\_\_\_\_

39. LAUNDRY AND CLOTHING

These are deductible for uniforms, costumes and performance clothing but not if the clothing is suitable for street wear.

\_\_\_\_\_

\_\_\_\_\_

40. EDUCATION

This includes continuing education required in some professions, classes, training, lessons and consulting which benefit your work.

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS AND INVESTMENT DEDUCTIONS CONT.**

**Taxpayer**

**Spouse**

41. LABOR

Payments made to anyone (including children) who works for you, for example, typing, substituting, running errands, etc. Gardening and house cleaning may be deductible if you claim an office in the home.

\_\_\_\_\_

42. INVENTORY

If you keep a stock of merchandise for re-sale, you should count or estimate how much you have on hand at the beginning and end of each year and add up how much was purchased during the year.

Beginning Inventory 1/1/16

\_\_\_\_\_

Purchases

\_\_\_\_\_

Ending Inventory 12/31/16

\_\_\_\_\_

43. ESTIMATED TAX PAYMENTS

List the dates and amounts if you made estimated quarterly payments in 2016. Be careful; a January, 2016 payment was probably your **4th quarter 2015 payment**. A payment in April, 2016 could be your 1st quarter 2016 estimated payment, **or your 2015 extension payment**. A January, 2017 payment is likely your 4th quarter 2016 payment. Be sure to check these.

Date: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ \$ \_\_\_\_\_

**2016 Extension Payment:** \$ \_\_\_\_\_

## **AUTO EXPENSE**

Driving for business is deductible, with the exception of commuting to and from a steady job. The IRS requires business driving records to be kept roughly at the time the driving occurs. Ideally such records would describe the reason for each trip and odometer readings at the beginning and end of each trip. A more realistic method is to keep an appointment calendar with enough information so the business mileage can be determined at a convenient time.

In 2016, the standard mileage rate was 54 cents per mile. However, you can claim the actual costs of operating the car, if this is greater. Actual expenses are limited to the percent of business use (i.e. if 80% of your driving is business then 80% of your gas, repairs, insurance, etc., are deductible). To see which method is greater, enter mileage and 100% of the operating costs in the categories below. Supplies include air conditioners, radios, air fresheners, fire extinguishers, flares, flashlights, tools, floor mats, and possibly sun roofs, tape decks, cassettes or CD's played in the car.

	CAR 1	CAR 2	CAR 3
Year, make model			
Total Miles			
Business Miles			
Commuting Miles			
Personal Miles			
Date Purchased			
Cost			
Gasoline			
Insurance			
Repairs/Maintenance			
Supplies (wash, etc.)			

**HOME OFFICE**

A home office can be deducted when you use part of your residence for business if:

1. Your principal income earning activity occurs in the home;
2. You regularly meet "customers" (patients, students, clients, etc.) in the home; or
3. You do substantial administrative work in the home and are not provided with an office for this elsewhere.

\*Total square feet of your home: \_\_\_\_\_

\*Total square feet of space used for your office: \_\_\_\_\_

**Annual Expenses:**

Rent: not Mortgage payment	_____	Insurance:	_____	<b><u>Utilities</u></b>	
Repairs & Maintenance:	_____	Cleaning Supplies:	_____	Electric:	_____
Housekeeper/ Gardener:	_____	Security:	_____	Water:	_____
Tools & Equipment:	_____	Other:	_____	Sewer:	_____
				Trash:	_____
				<b>Total Utilities:</b>	_____

If you own a house, **bring in the purchase statement** so we can calculate depreciation.

**THE AFFORDABLE CARE ACT (ACA or OBAMA-CARE)**

**Every** person who had health coverage should receive a Form 1095-A, B or C. Please provide this form. If you did not receive it, contact your insurance carrier or the Marketplace.

If you did not have health coverage, the penalty for 2016 is \$695 per adult and \$347.50 per child (up to \$2,085 for a family) OR 2.5% of your household income above the tax return filing threshold for filing status, whichever is greater, with a maximum penalty of \$13,000.

The penalty is assessed on your 2016 return and increases again if you don't have coverage in 2017.

