

Fisher Consulting Services 2007 TAX ORGANIZER

THIS CHECKLIST MAY BE USED TO SAVE YOU TIME AND REMIND YOU WHICH TAX FORMS YOU'VE RECEIVED DURING THE YEAR AND MAY BE USED DURING YOUR TAX PREPARATION:

PERSONAL DATA:

- _____ Social Security Numbers (including spouse & children if you're a new Client)
- _____ Child Care provider: Name, address and tax I.D. or Social Security Number
- _____ Alimony paid: Social Security Number

EMPLOYMENT & INCOME DATA:

- _____ W-2 forms
- _____ Unemployment compensation: Form 1099-G
- _____ Miscellaneous income including rent: Form 1099-MISC
- _____ Partnership, S Corporation, & trust income: Schedule K-1
- _____ Pensions and annuities: Forms 1099-R
- _____ Social Security/RR1 benefits: Form RRB-1099
- _____ Alimony received
- _____ Jury duty pay
- _____ Gambling and lottery winning
- _____ Prizes and awards
- _____ Scholarships and fellowships
- _____ State and local income tax refunds: Form 1099-G (new clients only)

HOMEOWNER/RENTER DATA:

- _____ Residential address(es) for last year
- _____ Mortgage interest: Form 1098
- _____ Sale of your home or other real estate: Form 1099-S
- _____ Second mortgage interest paid
- _____ Real estate taxes paid
- _____ Rent paid during the tax year
- _____ Moving expenses

FINANCIAL ASSETS:

- _____ Interest income statements: Form 1099-INT & 1099-OID
- _____ Dividend income statements: Form 1099-DIV
- _____ Proceeds from broker transactions: Form 1099-B
- _____ Retirement plan distribution: Form 1099-R

FINANCIAL LIABILITIES:

- _____ Auto loans and leases (car value) if vehicle is used for business
 - _____ Student loan interest paid
 - _____ Early withdrawal penalties on CDs and other time deposits
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AUTOMOBILES:

- _____ Personal property tax information
- _____ Starting/ending mileage if used in business
- _____ Gas, parking, repair, insurance expenses if used in business

EXPENSES:

- _____ Gifts to charity
- _____ Unreimbursed expenses related to volunteer work
- _____ Unreimbursed expenses related to your job (travel, uniforms, union dues, supplies, dry cleaning, subscriptions)
- _____ Investment expenses
- _____ Job-hunting expenses
- _____ Child care expenses
- _____ Medical Savings Accounts
- _____ Adoption expenses
- _____ Alimony paid
- _____ Tax return preparation expenses and fees (if new client)

SELF-EMPLOYMENT DATA:

- _____ Business income: Form 1099-MISC and/or own records
- _____ Partnership SE income: Schedule K-1
- _____ Business-related expenses: Receipts, other documents & own records
- _____ Employment taxes & other business taxes paid for last year

MISCELLANEOUS TAX DOCUMENTS:

- _____ Federal, state, & local estimated income tax paid for last year
- _____ IRA, Keough and other retirement plan contributions
- _____ Records to document medical expenses, including print-outs from drugstore or pharmacy
- _____ Records to document casualty or theft losses
- _____ Records for any other expenditures that may be deductible
- _____ Records for any other revenue or sales of property that may be taxable or recordable

IF YOU HAVE ANY QUESTIONS REGARDING WHAT IS DEDUCTIBLE OR WHAT IS RECORDABLE INCOME, PLEASE CALL ME!
