

Magnolia Management

2016 Tax Organizer

PLEASE PROVIDE THE FOLLOWING APPLICABLE DOCUMENTS by the following dates

February 20th 2017: S-corporation, C-corporation & Partnerships

March 20th 2017: Individuals, Estates and Trusts

April 20th 2017: Exempt Organizations

Income Documents

- W2s (Wages from Employment)
- 1099-Misc (for Self Employment or Rental Income)
- 1099-R (Retirement Income)
- 1099-INT (Interest Income)
- 1099-DIV (Dividend Income)
- 1099-K (for credit card payments from your customers, your CC company issues this)
- 1099-A or 1099-C (cancellation of debt or property foreclosures)
- 1099-S (sale of real estate)
- SSA (Social Security Income)
- 99G (Unemployment Income)
- K-1 Statements (for income reported from ownership in partnership, trust, or s-corporation)
- Rental Income (fill out the attached rental worksheet as well)

Deductions and Credits

- 1098 T (Tuition Statement for College)
- 1098 MTG (Mortgage Interest Paid)
- 1098 E (Student Loan Interest Paid)
- 1095-A (Health Insurance Marketplace Statement)
- Receipts for all Charitable Donations
- Receipts for Political Contributions

Additional Documents

- Closing papers for sale or purchase of real estate property
- Copy of prior year tax returns (if you are a new client)
- Backup of QuickBooks file (if self employed and Magnolia Mgmt does not handle your bookkeeping)

Did you Make Estimated Tax Payments for 2016? If so:

Date	Federal	State	Other

TAX PREPARATION WORKSHEET

Personal Data

Taxpayer Name		Spouse Name	
Social Security No		Social Security No	
Date of Birth		Date of Birth	
Phone		Phone	
Email		Email	
Occupation		Occupation	
Mailing Address		Mailing Address	

Dependents

Name	Name	Name
SSN	SSN	SSN
DOB	DOB	DOB
Relationship	Relationship	Relationship
Daycare Cost	Daycare Cost	Daycare Cost
Daycare Name	Daycare Name	Daycare Name
Daycare EIN	Daycare EIN	Daycare EIN
Daycare Address	Daycare Address	Daycare Address

Deductions

Student Loan Interest	Cash/Check Charitable Donations *	Moving Expenses ***
College Tuition/Fees	Non Cash Charitable Donations **	Political Contributions
Mortgage Interest	Investment Expense	Tax Prep Fees
Property Taxes	Health Insurance Paid	Union Dues
Medical Expenses	HSA Contributions	Misc

* please provide receipts for all cash/check donations made to a charitable organization

** please provide itemized receipts for all non cash donations made (drop offs at goodwill etc)

*** if you move more than 50 miles because of a job only

Direct Deposit Information (or attach a copy of a voided check)

Name of Bank	
Routing Number	
Account Number	
SIGN HERE	<hr/> I have verified that the routing and account number listed above are accurate

ADDITIONAL INFORMATION

Please list any additional information that may be pertinent to preparing your tax returns

Magnolia Management

SELF EMPLOYMENT WORKSHEET (p 1)

this sheet is for those of you that do NOT use Quickbooks (if you use Quickbook, of it MM handles your bookkeeping you do not need to fill this out Instead we just need a back up of your QB company file)

Business Name : _____ Tax ID # _____

Business Address : _____

Description of Business: _____

TOTAL INCOME (do not include W2 income)	\$
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COST OF GOODS SOLD

Inventory Valuation on 1/1/2016	\$
Total Purchases	\$
Inventory Valuation on 12/31/2016	\$

EXPENSES

Advertising & Promotional (business cards, website, ads, etc)	\$
Bank Fees (bank, paypal, merchant services, etc)	\$
Contract Labor DID YOU ISSUE ANY 1099s? Y N	\$
Dues & Subscriptions	\$
Insurance (business liability, workers comp, but NOT health)	\$
Insurance HEALTH	\$
Legal & Professional Services	\$
Office Expenses	\$
Rents or Lease (separate from your home)	\$
Repairs & Maintenance	\$
Supplies	\$
Taxes & Licenses (employer payroll taxes, permits, etc)	\$
Utilities (separate from your home)	\$
Wages Paid to Employee	\$
Other:	\$
	\$
	\$
	\$

SELF EMPLOYMENT WORKSHEET (p 2)

BUSINESS RELATED TRAVEL

Dates	City/State	Meals	Transportation	Lodging	Other
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

EQUIPMENT PURCHASED (computers, software, furniture, etc - do not include these amounts in expenses above)

Item Purchased	Date of Purchase	Cost	% use for business

BUSINESS USE OF HOME (for expenses please list the ENTIRE amount paid for the household for the year)

Total Square Footage of Home		Square Footage of Office Only	
Rents Paid	\$	Insurance	\$
Utilities Paid	\$	Repairs & Maintenance	\$
Other	\$	Other	\$

SELF EMPLOYMENT WORKSHEET (p 3)

BUSINESS USE OF VEHICLE (please also include your mileage log)

Type of Vehicle		Date Placed in Service	
Commuting Miles		Business Miles	

Do you have another vehicle available for personal use? Y N

Was your vehicle available for use during off duty hours? Y N

Do you have evidence to support your deduction? Y N

DIRECT AUTO EXPENSES (for claiming actual expenses)

Fuel	\$
Insurance	\$
Licenses & Registration	\$
Repairs & Maintenance	\$
Other	\$
	\$

OTHER BUSINESS INFORMATION & NOTES

RENTAL INFORMATION WORKSHEET

Property Address	
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Do you live in the home you rented? Y N
 If yes, what % of the home did you rent to other? _____ %

Original Purchase Price of Home	\$
Cost of Major Improvements to Rental Home	\$
Original Purchase Date of Home	

Total Annual Rental Income	\$
Advertising Costs	\$
Cleaning & Maintenance	\$
Commissions	\$
Insurance	\$
Management Fees	\$
Mortgage Interest Paid (provide copy of 1098)	\$
Property Taxes Paid	\$
Repairs & Maintenance	\$
Supplies	\$
Other	\$
	\$
	\$
	\$

OTHER INFORMATION/NOTES :