Client Organizer Checklist

**Please check the appropriate box and include all necessary details and documentation.*

Personal Information		Yes	No
1.	Did your marital status change during the year? *If yes, explain:*		
2.	Did your address change from last year? *If yes, please provide new address.*		
3.	Can you be claimed as a dependent by another taxpayer?		
4.	Did your bank routing or account number change from prior year? *If yes, (or if you're a new client) please provide the following. Without this information, we will default to sending any refund via mail instead of direct deposit.* *Bank Name:* *Routing Number:* *Account Number:*		
5.	Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? *If yes, attach us with the IRS letter.*		
6.	Did you reside in or operate a business in a Federally declared disaster area? *The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.*		

Dependent Information:		Yes	No
7.	Were there any changes in dependents from the prior year? *If yes, explain:*		
8.	Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,100? *If yes, explain:*		
9.	Do you have dependents who must file a tax return?		
10.	If yes would you like Kollath CPA to prepare their return?		

Dependent Information Continued:		Yes	No
11.	Did you provide over half the support for any other person(s) other than your dependent children during the year? *If so provide us with their information.*		
12.	Did you pay for child care while you worked, looked for work, or while a full-time student? *If so, please give us the provider and amounts.*		
13.	Did you pay any expenses related to the adoption of a child during the year?		
14.	If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?		
15.	Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? *If yes, attach the IRS letter.*		

Purchases, Sales, and Debt Information:		Yes	No
16.	Did you start a new business or purchase rental property during the year?		
17.	Did you sell, exchange, or purchase any assets used in your trade or business?		
18.	Did you acquire a new or additional interest in a partnership or S corporation?		
19.	Did you sell, exchange, or purchase any real estate during the year? *If so provide us with the closing statement(s).*		
20.	Did you foreclose or abandon a principal residence or real property during the year?		
21.	Did you acquire or dispose of any stock during the year?		
22.	Did you sell an existing business, rental, or other property this year?		
23.	Did you lend money with the understanding of repayment and this year it became totally uncollectable?		
24.	Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?		
25.	Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?		

Income Information:		Yes	No
26.	Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?		
27.	Did you receive any income from property sold prior to this year?		
28.	Did you receive any unemployment benefits? *If so, provide the Form 1099 received.*		
29.	Did you receive any disability income during the year?		
30.	Did you receive tip income not reported to your employer this year?		
31.	Did any of your life insurance policies mature, or did you surrender any policies?		
32.	Did you receive any awards, prizes, hobby income, gambling or lottery winnings?		
33.	Do you expect a large fluctuation in income, deductions, or withholding next year? *If yes, explain:*		
34.	Did you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for goods or services, or you are holding virtual currencies as an investment?		

Retirement Information:		Yes	No
35.	Are you an active participant in a pension or retirement plan?		
36.	Did you receive any Social Security benefits during the year?		
37.	Did you make any withdrawals from an IRA, Roth IRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?		
38.	If yes, were any withdrawals due to a Federally declared disaster?		
39.	Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?		
40.	Did you make any contributions to a 401K or other qualified retirement plan through your employer?		
41.	Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, or other qualified retirement plan outside of your employer? *If yes, please provide us the Form 5498 or year end statement.*		

Education Information:		**Yes**	**No**
42.	Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?		
43	Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? *If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.*		
44.	Did anyone in your family receive a scholarship of any kind during the year? *If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?*		
45.	Did you make any withdrawals from an education savings or 529 Plan account? *If yes, please provide the Form 1099Q.* *If yes, were any of these withdrawals rolled over into a ABLE (Achieving a Better Life Experience) account?*		
46.	Did you make any contributions to an education savings or 529 Plan account? *If yes, please provide the year end statement.*		
47.	Did you pay any private K-12 tuition this year? *If yes, please provide the tuition statement.*		
48.	Did you pay any student loan interest this year?		
49.	Did you cash any Series EE or I U.S. Savings bonds issued after 1989?		

Health Care Information:		**Yes**	**No**
50.	Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. *If yes, attach any Form(s) 1095-B and/or 1095-C you received.*		
51.	Did anyone in your family qualify for an exemption from the health care coverage mandate? Examples of exemptions include (but are not limited to) certain non-citizens, members of a health care sharing ministry, members of Federally-recognized Indian tribes, and exemptions requested from the Marketplace. *If yes, attach the Exemption Certificate Number (ECN) or type of exemption.*		
52.	Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? *If yes, attach any Form(s) 1095-A you received.*		
53.	Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family?		

Health Care Information Continued:		Yes	No
54.	Did you make any contributions to a Health savings account (HSA) or Archer MSA?		
55.	Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year? *If yes, please provide us with the amounts.*		
56.	Did you pay long-term care premiums for yourself or your family? *If yes, please provide amounts.*		
57.	Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? *If yes, attach any Form(s) 5498-QA you received.*		
58.	Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? *If yes, attach any Form(s) 1099-QA you received.*		
59.	If you are a business owner, did you pay health insurance premiums for yourself and/or your employees this year?		
60.	Did you receive any Health Coverage Tax Credit (HCTC) advance payments? *If yes, attach any Form(s) 1099-H you received.*		

You are more than halfway done. Keep up the good work!

Itemized Deduction Information:		Yes	No
61.	Did you incur a casualty or theft loss or any condemnation awards during the year? *If yes, did the loss occur in a Federally declared disaster area?*		
62.	Did you pay substantial out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?		
63.	Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? *If yes, please provide evidence such as a receipt from the charitable organization, a canceled check, or record of payment, to substantiate all contributions made.*		
64.	Did you donate a vehicle or boat during the year? *If yes, attach Form 1098-C or other written acknowledgment from the charitable organization.*		
65.	Did you pay real estate taxes for your primary home and/or second home?		
66.	Did you pay any mortgage interest on an existing home loan? *If yes, attach any Form(s) 1098 you received.*		

Itemized Deduction Information Continued:		Yes	No
67.	Did you take out a home equity line of credit (HELOC)? *If yes, attach any Form(s) 1098 you received.* *If yes, did you use the HELOC to buy, build, or substantially improve the residence that secures the loan?*		
68.	Did you incur interest expenses associated with any investment accounts you held?		
69.	Did you make any major purchases in the year and paid sales tax (cars, boats, etc.)?		
70.	Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?		

Miscellaneous Information:		Yes	No
71.	Did you make gifts of more than $15,000 to any individual?		
72.	Did you utilize an area of your home exclusively for business purposes?		
73.	Did you engage in any bartering transactions?		
74.	Did you retire or change jobs this year?		
75.	Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?		
76.	Did you pay any individual as a household employee during the year?		
77.	Did you make energy efficient improvements to your main home this year?		
78.	Have you taken the residential energy efficient credit on a past return?		
79.	Did you receive a $100 WI sales tax rebate for any of your children?		
80.	Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?		
81.	Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?		
82.	Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?		
83.	Did you receive correspondence from the State or the IRS? *If yes, explain:*		
84.	Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?		

Itemized Deduction Information Continued:			Yes	No
85.	Do you want to designate $3 to the Presidential Election Campaign Fund? *If you check yes, it will not change your tax or reduce your refund.*			
86.	Did you pay any federal or state estimated payments? *If yes, please provide the amounts below:*			
	Federal Amount/Date Paid	*State Amount/Date Paid*		
	Q1	Q1		
	Q2	Q2		
	Q3	Q3		
	Q4	Q4		