

Individual Income Tax Income, Deduction and Credit Organizer

Please see the worksheets for self employment and rental property for deductions specific to those situations.

This worksheet provides a way for you to organize your income, credit and deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is taxable or deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to your situation. This worksheet cannot substitute for tax knowledge or professional tax advice. Please contact LBS Tax and Accounting with any specific questions or to book your tax appointment.

Name: _____
Telephone No: _____

Please bring all 1099, W-2, K-1, 1098, and other tax forms to your appointment.

Income Sources

Interest Income (Reported on 1099-INT)

Interest Income - Savings & Checking	\$	
Interest Income - Investments	\$	
Interest Income - Federal Bonds, T-Bills	\$	
Interest Income - State & Municipal Bonds	\$	
Other:	\$	

Dividend Income (Reported on 1099-DIV)

Name of Payer	Ordinary	Qualified
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Previous Year's State Tax Refund

State Tax Refund may be Federal Taxable Income	\$	
--	----	--

Social Security, Pension, & Annuity Income

	Taxable	Non-Taxable
Social Security Income	\$	\$
Railroad Retirement	\$	\$
Federal Civil Service/Military Retirement	\$	\$
Other:	\$	\$

Other Income

Alimony Received	\$
Tips Received (not reported on W-2)	\$
Unemployment Income	\$
Gambling Winnings	\$
Other:	\$

IRA Activity

Is an employer-sponsored retirement plan available to you?	Yes	No
Do you participate in your employer's retirement plan?	Yes	No

Traditional IRA

Contributions	\$
Withdrawals	\$
Rollovers	\$

Roth IRA

Contributions	\$
Withdrawals	\$
Rollovers	\$

Education IRA/Coverdell IRA

Contributions	\$
Withdrawals	\$

Health Savings Account (HSA) Activity

Is your health savings account a family or individual plan?	Family	Individual
Contributions	\$	
Withdrawals	\$	

Please include you H.S.A Summary for the year.

Itemized Deduction & Tax Credit Information

Medical Expenses Paid

Your medical expenses must exceed 7.5% of your gross income in order to be deductible on your Federal return, however; your state may permit you to deduct your medical expenses. The state of Arizona allows you to deduct 100% of your medical expenses. **DO NOT INCLUDE medical expenses you paid through a Health Savings Account or Flexible Spending Account.**

Medical Insurance Premiums	\$
Dental Insurance Premiums	\$
Medical Copays (includes dental, psychological, lab, etc.)	\$
Nursing Home Payments	\$
Vision Expenses (appointments, glasses, contacts, cleaning solution, etc.)	\$
Hearing Aids & Batteries	\$
Diabetic Supplies	\$
Other medical supplies & rentals	\$
Parking Fees	\$
# of miles driven for medical appointments, etc.	mi.
Expenses for travel to seek medical treatment	
Lodging	\$
Airfare/public transportation	\$
Meals	\$
Other	\$

Home and Property Related Deductions (Do not include rental property.)

Real estate taxes - 1st and 2nd home	\$
Real estate taxes - investment property	\$
Home mortgage interest - 1st and 2nd home	\$
Home equity loan interest - 1st and 2nd home	\$
Interest paid on loan for vacant land as investment property	\$
Vehicle License Tax (VLT) paid as part of vehicle registration	\$
Personal Property Taxes Paid	\$
Total sales tax paid during year	\$
Sales tax paid on purchase of automobile, boat, or plane.	\$
Other	\$

Child or Dependent Care Expenses

Name of care provider:	
Address of care provider:	
SSN or EID# of care provider (mandatory):	
Total Expenses for (name of child):	\$
Total Expenses for (name of child):	\$

Name of care provider:	
Address of care provider:	
SSN or EID# of care provider (mandatory):	
Total Expenses for (name of child):	\$
Total Expenses for (name of child):	\$

Charitable Contributions: Cash/Check/Credit Card Contributions

Religious Organization	\$
Payroll Deduction (United Way, etc.)	\$
Scouts	\$
	\$
Organization Name	
School Tuition Organizations	\$
Working Poor Charties	\$
Public School Contributions	\$
Purchases of new items for direct contribution (Example: Food and toy drives.)	\$

The purchase of Girl Scout cookied is not a charitable contribution unless you did not take the cookies you paid for.

Charitable Contributions: Used clothing, household goods, other property

	\$
--	----

You must retain the following information for any property item that you donate:

Name of Organization:	
Date of Contribution:	
Date property was originally acquired:	
Cost of property when originally acquired:	
Receipt from Charitable Organization for Item(s)	
Value of items at time of donatation. Please use www.Goodwill.com or www.ItsDeductible.com to determine donation value. Your tax preparer is not qualified to determine these values for you.	\$
--We recommend that you retain photographs of donated items as well as receipts from your original purchase of those items.--	

Unreimbursed Expenses Related to Employment

Union or association dues	\$
Licenses/Certifications	\$
Unreimbursed mileage on personal vehicle (must have log of mileage)	mi.
Mileage from 1st to 2nd job	mi.
Seminars/continuing education	\$
Publications/subscriptions/books	\$
Fingerprinting, physicals, background checks	\$
Tools & safety equipment	\$
Materials & supplies	\$
Meals & entertainment (must be work-related)	\$
Cell phone & pager (if required)	\$
Uniforms (if not convertible to street wear) & Uniform Cleaning/Repair	\$
Insurance - Errors & Ommissions, Liability	\$
Business Gifts	\$
Other:	\$

Educational Expenses

There are many different opportunities that exist for educational expenses which could benefit a taxpayer's overall tax situation, however; several different criteria must be applied to ensure that the expenses are utilized in the correct way. Please summarize educational expenses by student and be prepared to answer several questions at your tax appointment related to the purpose of the education, type of educational institution. Please include computer purchased for the college student if it is their computer purchased exclusively for school.

Educational Expenses for (name of student):

Tuition and Fees	\$	
Books & Supplies (if required and if purchased from the educational institution)	\$	
Mileage from work to school		mi.

Educational Expenses for (name of student):

Tuition and Fees	\$	
Books & Supplies (if required and if purchased from the educational institution)	\$	
Mileage from work to school		mi.

Miscellaneous Deductions

- Attorney Fees (to protect or obtain taxable income)
- Employment & Resume Fees
- Gambling Losses (limited to gambling winnings)
- Investment Expenses (Broker Fees, Publications, Transaction Fees)
- Safe Deposit Box
- Tax Preparation and Consulting Fees

Please see the worksheets for self employment and rental property for deductions specific to those situations.

Tax Refund

Bank Name		
Routing Number		
Account Number		
Is this bank account in your name ?	Y	N

Tax Payment Due

Do you wish to use direct debit for your tax balance due? You may choose what date the IRS or state will make the payment deduction.	Y	N
Bank Name		
Routing Number		
Account Number		
Payment Date		



480-664-1249
www.LBSTax.com