



TAX INTERVIEW CHECKLIST

This tax information organizer is designed to provide clients of PFS, Inc. with a comprehensive checklist of items needed to properly prepare individual income tax returns. Please check the items that apply to you, gather the associated documents, and then call us for an appointment when you are ready to have your taxes prepared. Please do not schedule a meeting to review your taxes until you have reviewed this document and organized your documents. Some of you have already been in to visit us regarding your taxes. For those who have not been in to see us yet, we ask that you call us to setup an appointment or to make arrangements to mail (or drop off) your tax information as soon as possible. The calendar fills up quickly this time of year and in order to ensure that you schedule an appointment that easily accommodates your desired time, we suggest contacting us as soon as possible.

Personal Information

- Name & Social Security Number:**
- Address Change:** If you moved, please provide your new address & telephone.
- E-Mail Address:** We are actively trying to provide clients with useful information during the year via e-mail. Please provide your e-mail address if you have one.
- Date(s) of Birth:** Certain tax deductions are based on age. Thus, it is prudent to have your date of birth when preparing your tax returns.
- Presidential Election Fund:** YES _____ NO _____. This does not increase or decrease your tax liability.
- Direct Deposit of Refund:** If you wish the IRS to send your refund by electronic funds transfer, please provide a copy of a check, or supply your account number and bank's routing number.
- Last Year's Tax Return:** If we did **not** prepare your taxes last year, please provide a copy of last year's federal and state tax returns.
- Change in Filing Status and/or # of Dependents?**
- Dependents:** Please provide the name, date of birth, and social security number of each dependent and their relationship to you.
- State Residency:** If your state residency changed during the year, please provide dates of residency for each state.

Estimated Taxes Information

- Estimated Tax Payments in Made:** Please provide amount and date(s) of payment(s) for the current tax year.
- Estimated Tax Payments in Projection for next tax year:** Do you want us to produced estimated tax payment vouchers for future payments? YES _____ NO _____. If you are self-employed, or receive significant income from a source not withholding taxes, it is advisable to consult with us on making estimated taxes payments or adjusting withholding from wages (if that applies). If yes, please base estimated tax payments on an estimated adjusted gross income for current tax year of:
\$ _____.

Income Information

- W-2 Statements from Employer(s):** Please provide all W-2s.
- Interest & Dividends:** Please include all 1099-INT, 1099-DIV, 1099-OID or any other statement showing interest or dividends. Some banks, mutual funds, and brokers combine the 1099 with your end of the year statement.
- Investments:** Please include your 1099-B and a copy of your year-end mutual fund(s) and/or brokerage account statement(s). Please be prepared to provide the cost basis for any stock sold. A

Schedule D Worksheet is provided as an appendix to this tax organizer to help you calculate capital gains and losses.

Rental Income: If you receive income from the rental of real property, please summarize income, expenses and capital improvements in accordance with the attached **Schedule E Worksheet**. Major expense categories are mortgage interest, real estate taxes, condo or association fees, repairs, yard maintenance, insurance and advertising for tenant. Please provide form 1098 showing mortgage interest and real estate taxes. Also, please provide a settlement sheet for the property if you have not already done so.

State Tax Refund: If you received any state tax refunds, please provide the 1099-G and a copy of your prior year federal and state income tax returns.

Self Employment: Please provide a summary of your income, business expenses, equipment purchases for the business, information on home office deduction (if applicable), business use of vehicle (if applicable) and health insurance premiums (if applicable) in accordance with the attached worksheet. We will assist you in accounting for all your expenses and placing them in the proper categories. See our **Schedule C Worksheet** provided with this tax organizer.

Social Security or Disability Benefits: If you received social security or disability benefits, please provide the annual statement from the Social Security Administration.

Retirement Benefits: If you received pension or other retirement benefits, including early distributions, please include the 1099-R. Early withdrawals from IRAs (except for rollovers) are taxable in the year of distribution.

Other Income

Retirement Fund Information

Please provide the annual statements for all retirement funds and tax deferred annuities. Also please review the questions below and fill in all applicable items.

Conversion to Roth IRA: If you converted a traditional IRA into a Roth IRA during current tax year, this is treated as an early withdrawal of funds and is subject to income tax. Please provide the dollar amounts. Additionally, special rules apply to conversion of nondeductible contributions to a traditional IRA into a Roth IRA.

Did you contribute any funds to a traditional IRA, a SEP, a 401(k), or other type of deductible retirement plan (exclude tax free rollovers) for the current tax year?

Did you withdraw any funds from a traditional IRA, a Roth IRA, a SEP, a 401(k), a 403(b), nondeductible contributions to a traditional IRA, or other type of retirement plan (exclude tax free rollovers)?

Did you borrow any funds from a traditional IRA, a Roth IRA, a SEP, a 401(k), a 403(b), nondeductible contributions to a traditional IRA, or other type of retirement plan (exclude tax free rollovers)? Were those funds paid back prior to the penalty period?

Expenses/Possible Deductions

Home mortgage interest, real estate taxes, points, closing costs: Please provide a form 1098 for each property. If you purchased and/or sold any properties during current tax year, please provide the settlement sheet for applicable properties.

Charitable Contributions: For all charitable contributions, please provide the name of the organization, whether the contribution was cash or other items (such as clothing and household items) and starting this year receipts.

State Taxes Paid: Please provide a copy of last year's state and federal tax returns so we can determine if any state taxes paid for prior year liabilities are deductible in the current year.

Unreimbursed Medical & Dental Expenses: If you had a significant amount of medical or dental expenses that were not covered by insurance or paid by another party, you may be entitled to a tax deduction. Travel to and from a medical facility may be deductible (mileage, parking and tolls). Please provide documentation of expenses and discuss the issue with us.

Unreimbursed Employee Business Expenses : If you are an employee receiving a W-2 and paid for job related items (e.g. books, training courses, dues to professional organizations, etc.) without being reimbursed by your employer, you may be entitled to a deduction. Please provide a summary of expenses by category and receipts, if available.

Child Care Expenses: If you pay for child care, you may be entitled to the Child and Dependent Care Credit (not to be confused with the Child Tax Credit) depending on your filing status, AGI, amounts paid, and other factors. Please provide details of child care expenses. **Important: In order to claim the child care credit, we must have the name, address and federal tax identification number of the child care provider.**

Domestic Help (or nanny): Please note that if you employ domestic help, you may be subject to additional tax and filing requirements as a household employer. Please indicate how much was paid, on a quarterly basis, and please provide your Employer Identification number along with any state registration account numbers.

Moving Expenses: If you moved over 50 miles from your prior residence during the current tax year, you may be entitled to a deduction for the transportation and storage of your household items and personal affects.

Education Expenses: Starting this year, taxpayers may also be able to deduct educational expenses an adjustment to gross income. Likewise, the Hope Scholarship and Lifetime Learning Credit for qualified payments of tuition and certain other expenses, under certain circumstances, may also apply. Please list any tuition or other educational expenses paid by you during the current tax year. We will optimize the choice automatically for you.

Student Loan Interest: Interest on student loans is now deductible in certain circumstances.

Carryforward Information

In certain circumstances, depreciation amounts, net operating losses and other items on a prior year return need to have certain amounts carried forward to the current year.

Carryforwards from Prior Years: Please indicate if you are aware of any carry forwards from prior years from the following activities:

- Depreciation of assets purchased in prior years
- Capital losses subject to \$3,000 limitation against active income per year
- Alternative Minimum Tax
- Passive activity loss limitations
- Tax credits not fully used in prior years
- Other carryforwards

If carryforwards apply, it is important for us to have the tax returns from all tax years with the activity generating the carryforward.

Other Concerns

Please feel free to talk to us about any other information relevant to your taxes.

Tax Planning for next year

The time to start planning a strategy to minimize your tax position is now. Please note any significant plans, such as the purchase or sale of real estate, sale of large blocks of stock, change of employment and other material events.

PFS, Inc. has partnered with large insurance providers to offer all of our clients with all types of insurance including Long-Term Care insurance at a discount. You can contact us to review any existing insurance policies and call us to obtain a quote on a new one.

In addition, we can be your most trusted planning advisor. We specialize in helping individuals and business clients choose appropriate tools to secure their retirement, effectively manage their assets and reduce tax burdens.

Yes, I want to schedule a meeting to discuss my investment and/or Long-Term Care options.

We appreciate your business and your referrals.

PFS Incorporated