Barrett Accounting and Tax LLC
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January 16, 2020

Dear Friends and Clients:

Attached to this letter is your 2019 Tax Organizer (2-sided) to assist in assembling and gathering your tax information and documents.

Drop-offs and appointments:

When you have your **complete** 2019 tax information assembled, please drop off, mail, FedEx, or submit your information to us via our secure portal (LEAPFILE).

NEW: Dropping off, mailing, or electronically submitting your tax documents to our office **without scheduling any appointments** is encouraged and will gain you a **5% fee reduction (returning clients only)** if we receive your information and documents before February 15th, 2020.

Tax return appointments can still be scheduled by calling our office.

NEW: Use our "Contact Us/Schedule an Appointment tab" found on our website to schedule a tax return appointment.

Other matters:

For your convenience, we are recommending direct deposits for refunds & direct withdrawals for taxes owed. Please provide a voided check for banking information with your submissions or your final signed dated efile forms.

As a reminder, if you have a dependent child and did not already provide any **ONE** of the following proofs of identity for your child (*birth certificate, SS card, school records*), please do so when you submit your 2019 tax documents to us. The IRS now requires us to confirm their identity in connection with our due diligence procedures.

We will make every effort to complete each tax return; however, we cannot guarantee completion for returns received after March 30, 2020, which is also the last day we will schedule appointments. If we receive your tax information after March 30, 2020 and you still require your returns be filed before April 15, 2020, an $100 additional processing fee will be added. You can always request we file a timely extension on your behalf ***(at no cost to returning clients)***.

Finally, we continue to have two Professional Associates in our office; John Short and Steve Smalenberger. Both John and Steve have met the highest professional standards of qualifying as a Licensed CPA and Enrolled Agent, respectively. If either of them reaches out with follow-up questions, we would appreciate your helpfulness.

If you have any questions, please give me, John, Steve or Diane a call at 847-550-0788. We are thankful to serve you and appreciate your confidence in us.

Art Barrett

2019 Tax Organizer

NEW CLIENT

This Tax Organizer is designed to help you collect and report the information needed to prepare your 2019 income tax return. The attached worksheets cover income, deductions, and credits, and will help in the preparation of your tax return by focusing attention on your special needs.

Please enter your 2019 information in the designated areas on the worksheets. If you need to include additional information, you may use the back of a worksheet or an additional page.

When possible, 2018 information is included for your reference. You do not need to make any 2018 entries.

Note: The General Questions and Business/Investment Questions worksheets include a variety of questions designed to assist in completing your tax return. If you answer **yes** to any of the questions, be sure to provide the applicable details.

Please provide the following information:

- ☒ A copy of your 2018 tax return (if not in our possession).
- ☒ Original Form(s) W-2.
- ☒ Schedule(s) K-1 showing income or loss from partnerships, S corporations or estates or trusts.
- ☒ Copies of other compensation or pension documentation, such as Form 1099-MISC or Form 1099-R.
- ☒ Form(s) 1099 or statements reporting dividend and interest income.
- ☒ Brokerage statements showing transactions for stocks, bonds, etc.
- ☒ Form(s) 1098 reporting interest paid, copies of real estate tax bills and other information relating to real property holdings.
- ☒ Copies of closing statements regarding the sale or purchase of real property.
- ☒ All other information notices you received, or any items you have questions about.

Thank you for taking the time to complete this Tax Organizer.

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2019
TAX ORGANIZER

Taxpayer Information		Spouse Information	
Last name	CLIENT	Last name	
First name	NEW	First name	
Middle Initial / Suffix		Middle Initial / Suffix	
Social security number		Social security number	
Occupation		Occupation	
Work phone / Ext		Work phone / Ext	
Cell phone		Cell phone	
E-mail address		E-mail address	
Date of birth		Date of birth	

Address .... Apartment number.......

City .... State........... ZIP Code.......

Home phone........ Fax number ....

Dependent Information

First name / Last name	MI / Suffix	Social Security Number / Relationship	Date of Birth	Months Lived with Taxpayer	Child Care Expense

Child and Dependent Care Provider Expenses

Name	Address	ID Number	Amount Paid

Education Tuition and Fees

Attach all Form 1098-Ts and a list of your qualified education expenses.

Student Loan Interest Paid

Enter total 2019 qualified student loan interest...........

NEW CLIENT

General Questions

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PERSONAL INFORMATION

		Yes	No
1	Did your marital status change during 2019?	☐	☐
	If **yes,** explain		
2	Do you want to allow your tax preparer to discuss this year's return with the IRS?	☒	☐
	If **no,** enter another person (if desired) to be allowed to discuss this return with the IRS. **Caution:** Review any transferred information for accuracy.		
	Designee's Name ►		
	Phone Number ► Personal Identification Number (5 digit PIN) ►		
3	Do you or your spouse plan to retire in 2020?	☐	☐
4	Were you or your spouse permanently and totally disabled in 2019?	☐	☐
5	Enter date of death for taxpayer or spouse (if during 2019 or 2020): Taxpayer: Spouse:		
6	Were you or your spouse a member of the U.S. Armed Forces during 2019?	☐	☐

DEPENDENT INFORMATION

		Yes	No
7 a	Do you have dependents who must file?	☐	☐
b	If **yes,** do you want us to prepare the return(s)?	☐	☐
8 a	Do you have children who are under age 19 or a full time student under age 24 with investment income greater than $2,200?	☐	☐
b	If **yes,** do you want to include your child's income on your return?	☐	☐
9	Are any of your dependents **not** U.S. citizens or residents?	☐	☐
10	Did you provide over half the support for any other person during 2019?	☐	☐
11	Did you incur adoption expenses during 2019?	☐	☐

IRA, PENSION AND EDUCATION SAVINGS PLANS

		Yes	No
12	Did you receive payments from a pension or profit-sharing plan?	☐	☐
13	Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
14 a	Did you convert all or part of a regular IRA into a Roth IRA?	☐	☐
b	Did you roll over all or part of a qualified plan into a Roth IRA?	☐	☐
15	Did you contribute to a Coverdell Education Savings Account?	☐	☐

ITEMS RELATED TO INCOME/LOSSES

		Yes	No
16	Did you receive any disability payments in 2019?	☐	☐
17	Did you receive tip income **not** reported to your employer?	☐	☐
18 a	Did you buy, sell, refinance, or abandon a principal residence or other real property in 2019? (Attach copies of any escrow statements or Forms 1099.)	☐	☐
b	If you sold or abandoned a home, did you claim the First-Time Homebuyer Credit when you purchased the home?	☐	☐
c	Are you planning to purchase a home soon?	☐	☐
19	Did you incur any casualty or theft losses during 2019?	☐	☐
20	Did you incur any non-business bad debts?	☐	☐

PRIOR YEAR TAX RETURNS

		Yes	No
21	Were you notified by the Internal Revenue Service or state taxing authority of changes to a prior year's return?	☐	☐
	If **yes,** enclose agent's report or notice of change.		
22	Were there changes to a prior year's income, deductions, credits, etc which would require filing an amended return?	☐	☐

NEW CLIENT

General Questions (continued)

FOREIGN BANK ACCOUNTS, FOREIGN ASSETS AND FOREIGN TAXES

		Yes	No
23	Did you have foreign income or pay any foreign taxes in 2019 ?	☐	☐
24a	At any time during 2019 , did you have an interest in or a signature or other authority over a bank account, or other financial account in a foreign country?	☐	☐
b	Did the aggregate value of all your foreign accounts exceed $10,000 at any time during 2019 ? Report all interest income on Org 11	☐	☐
25	Were you the grantor of or transferor to a foreign trust which existed during the tax year, whether or not you have any beneficial interest in the trust?	☐	☐
26	Did you at any time during 2019 , have an interest in or any authority over any foreign accounts or assets (i.e. stocks, bonds, mutual funds, partnership interests, etc.) held in foreign financial institutions that exceeded $50,000 in value at any time during the year?	☐	☐

HEALTH AND LIFE INSURANCE

		Yes	No
27	Did you receive Form 1095-A (Health Coverage)? If so, please attach	☐	☐
28a	Did you or your spouse have self-employed health insurance?	☐	☐
b	If you or your spouse are self-employed, are either of you eligible to participate in an employer's health plan at another job?	☐	☐
29	Did your employer pay premiums on life insurance in excess of $50,000 where the proceeds are payable to beneficiaries named by you?	☐	☐
30	Did you contribute to or receive distributions from a Health Savings Account (HSA)?	☐	☐

MISCELLANEOUS

		Yes	No
31	Did you make energy efficient improvements to your home or purchase any energy-saving property during 2019 ? If **yes**, please attach details	☐	☐
32	Did you start paying mortgage insurance premiums in 2019 ? If **yes**, please attach details	☐	☐
33	Did you purchase a motor vehicle or boat during 2019 ? If **yes**, attach documentation showing sales tax paid.	☐	☐
34	Did you purchase an energy efficient vehicle in 2019 ? If **yes**, enter year, make, model, and date purchased: ______	☐	☐
35	Did you donate a vehicle in 2019 ? If yes, attach Form 1098C	☐	☐
36	What was the sales tax rate in your locality in 2019 ? ______ % State ID .... ____		
37	Did you or your spouse make gifts of over $15,000 to an individual or contribute to a prepaid tuition plan?	☐	☐
38	Did you make gifts to a trust?	☐	☐
39	If there were dues paid to an association, was any portion required to be non-deductible due to political lobbying by the association? If **yes**, please attach details.	☐	☐
40	Did you or your spouse participate in a medical savings account in 2019 ? If **yes**, please attach Form 1099-SA (Distributions from an HSA, Archer MSA or Medicare+Choice MSA.)	☐	☐
41	Did you make a loan at an interest rate below market rate?	☐	☐
42	Did you pay any individual for domestic services in 2019 ?	☐	☐
43	Did you pay interest on a student loan for yourself, your spouse, or your dependents?	☐	☐
44	Did you, your spouse, or your dependents attend post-secondary school in 2019 ?	☐	☐
45	Did a lender cancel any of your debt in 2019 ? (Attach any Forms 1099-A or 1099-C)	☐	☐
46	Did you receive any income not included in this Tax Organizer? If **yes**, please attach information.	☐	☐
47	At any time during 2019, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	☐	☐

ELECTRONIC FILING AND DIRECT DEPOSIT OF REFUND

		Yes	No
48	If your tax return is eligible for Electronic Filing, would you like to file electronically?	☐	☐
49	The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?	☐	☐

Caution: Review transferred information for accuracy.

50 If **yes**, please provide the following information:

a Name of your financial institution ______

b Routing Transit Number (must begin with 01 through 12 or 21 through 32) ______

c Account number ______

d What type of account is this? ......Checking ☐ Savings ☐

☑ Please attach a **voided** check (not a deposit slip) if your bank account information has changed.