TAX PREPARATION ORGANIZER

2013 TAX PREPARATION STEPS:

1) Gather all tax documents, such as W-2's, 1099s, etc

2) Upload, copy or scan tax documents - DO NOT SEND ORIGINALS

3) Transmit your documents AND completed organizer to us

By upload:	http://www.cincycpa.com	CLIENT LOGIN TAB at left
By email:	taxplanning@cincycpa.com	
By fax:	(513) 766-4908	
By mail:	431 Ohio Pike Suite 107, Cincinnati, OH 45255	

4) Please review the following items - then sign and date below

If you would like us to prepare your tax returns please visit our website to review the three documents listed below. You can view them at www.cincycpa.com, click on the Tax Organizer tab on the left side. If you prefer to receive them by mail or email, please contact us.

- Privacy Policy
- Federal Consent Letter
- Engagement Letter

I wish to engage T Franz & Associates, LLC to prepare my 2013 income tax returns under the terms of the above three documents. Accepted by:

Taxpayer's Name	Signature	Date
Spouse's Name	Signature	Date

T FRANZ & ASSOCIATES, LLC
certified public accountants
431 Ohio Pike • Suite 107 • Cincinnati, OH 45255
phone 513-688-0068 • fax 513-766-4908

NAME & GENERAL INFORMATION

Taxpayer Name ______________________________

Spouse Name [if married] ______________________________

Yes No

Have there been any **changes** to your contact information? If so, please provide new information:

____

Yes No

Did you have any of the following life events? If so provide date:

Married _____/_____/_______

Separated _____/_____/_______

Divorced _____/_____/_______

Death of family member _____/_____/_______

Yes No

Did you move to a new address during 2013? If yes, provide the following:

Date moved _____/_____/_______ New School District ________________

New County ____________________ New city or township of residence ________________

DEPENDENTS

If none check N/A & skip this section N/A

Yes No

Did you provide over half the support for someone you are NOT claiming ?

Yes No

Are there any **NEW** dependents not claimed on your prior year tax filing? If yes, provide:

Name	SS#	Relationship	DOB	Full time Student?
____________________	____________________	_____________	____/____/______	Y / N
____________________	____________________	_____________	____/____/______	Y / N

Yes No

Are there any dependents listed on your PRIOR year tax filing that are **no longer eligible** to be claimed by you – such as children now claiming themselves? If yes list their name[s]:

Name ____________________

Name ____________________

Yes No

Did any of your dependents have unearned income [such as investment income] in excess of $1,000?

Did any of your dependents have earned income [such as Form W-2 wages]?

Adoption - did you begin or finalize proceedings during 2013?

DEPENDENT CARE COSTS

If none check N/A & skip this section N/A

Yes No

Child care costs-did you incur any while you worked/looked for work or were a student? If yes, provide:

Dependent Name	Provider & Address	TAX ID#	AMOUNT
________________	________________________________	______________	$______________
________________	________________________________	______________	$______________
________________	________________________________	______________	$______________

Yes No

Did you fund any dependent care costs [DCB] through an employer's pretax plan? These amounts are normally reported in Box 10 of Form W-2.

ELECTRONIC TAX FILINGS/POWER OF ATTORNEY

Many tax authorities require electronic filings or completion of additional forms

Yes No

May we electronically file your tax returns after you have reviewed and approved our work?

Yes No

Would you like your refund(s) automatically deposited into your bank account? If yes, provide a voided check **OR**:

ROUTING/ABA NUMBER	____________	[nine digits - from bottom of check]
ACCOUNT NUMBER	____________	
BANK NAME	____________	
TYPE OF ACCOUNT	____________	[checking/savings etc]

Yes No

May we contact taxing authorities on your behalf [power of attorney] to request information to help us complete your returns or resolve tax issues [such as tax notices], if needed.

INCOME

Did you or your spouse receive income from or own an interest in:

Yes No

Wages as an EMPLOYEE? If so how many **Form W-2s** did you receive?

Taxpayer ____________

Spouse ____________

Yes	No			
		Interest income?	(Attach 1099INT)	
		Dividend income?	(Attach 1099DIV)	
		Retirement, pension or IRA distributions?	(Attach 1099R)	
		Partnership, trust, LLC or S-Corporation income?	(Attach K-1)	
		An inheritance?	(Attach K-1)	
		Gambling winnings?	(Attach W-2G, if received)	$________
		Alimony?		$________
		Social Security income?	(Attach SSA1099 or RRB1099)	
		Unemployment benefits?	(Attach 1099G)	
		Tax exempt bond interest or dividends?		
		State or local income tax refund?	(Attach 1099G)	
		Distribution from, or were the grantor, or transferor to, a foreign trust?		
		Foreign income or pay any foreign taxes?		
		Income from sale of any personal assets at a gain?		
		Income from cashing in any U.S. savings bonds?		
		Below market rate interest from a loan you made?		
		Income not reported elsewhere? [for example barter, tip or other non 1099 income] If so, explain:		

____

ESTIMATED TAX PAYMENTS

If none check N/A & skip this section N/A

Yes No

Did you make any payments of estimated taxes for tax year 2013? If so provide:

	Due Date	DATE PAID	FEDERAL AMOUNT	STATE AMOUNT	CITY AMOUNT	SCHOOL DISTRICT AMOUNT
First Quarter	04/15/13					
Second Quarter	06/15/13					
Third Quarter	09/15/13					
Fourth Quarter	01/15/14					

EDUCATION EXPENSES

If you had none check N/A & skip this section N/A ☐

Did you or your spouse pay or fund:

Yes ☐ No ☐ A College Savings 529 Plan? If yes, complete below:

Beneficiary	Relationship	State	Amount
			$
			$
			$
			$

Yes ☐ No ☐ Any tuition for college, university, or vocational school? If yes, complete below:

Student Name	School Name	YR of School*	Half Time+ Student?	Tuition**	Materials***
		Fr/So/Jr/Sr	Y / N	$	$
		Fr/So/Jr/Sr	Y / N	$	$
		Fr/So/Jr/Sr	Y / N	$	$

If this the **first tax year** student attended this school - send tax ID and address of school

** "Year of School" means the academic rank (freshman etc.) as determined by the institution at beg of year.*

*** Do not include board with the tuition amount. Do not include amounts for students convicted of a drug felony.*

**** The term " materials" means books, supplies, and equipment needed for a course of study whether or not the materials must be purchased as a condition of enrollment or attendance. It can include a computer for 2013 & beyond.*

Yes ☐ No ☐ A Coverdell Education Savings Account (formerly an "Education IRA") If yes, complete below:

Beneficiary	Relationship	Amount
		$
		$

Yes ☐ No ☐ Any education expenses to maintain or improve a skill required for your job or profession different from the above amounts? If yes, include a brief description: Amount $ ____

Yes ☐ No ☐ Student loan interest? Amount $ ____

Yes ☐ No ☐ Did you receive a distribution from a 529 Plan that was NOT used for educational purposes?

PROPERTY & SALES TAXES

If you paid none check N/A & skip this section N/A ☐

Yes ☐ No ☐ During 2013 did you or your spouse incur/pay any property or sales taxes? If so, provide:

Real Estate Taxes:

Address:		Amount	$
Address:		Amount	$
Address:		Amount	$

Personal Property Taxes - for example car registration based on value:

Amount ____

Sales/Use Tax paid:

Item:		Tax Paid	$
Item:		Tax Paid	$

MORTGAGE & INVESTMENT INTEREST

Include loans secured by primary and second homes only

If you paid no interest check N/A & skip this section N/A ☐

During 2013 did you or your spouse incur/pay :

Yes	No	
☐	☐	**Mortgage Interest** Mortgage interest on your primary or secondary residence during 2013? [If so include a copy of Form 1098 and note on the form, which property it relates to]

Yes	No	**If yes - please complete the following questions/possible IRS limitations to deductibility:**	Amount
☐	☐	Mortgage debt on the acquisition/improvement of your primary residence in excess of $1,000,000?	
☐	☐	Home equity debt exceeded $100,000 or not used to buy, build or improve property?	
☐	☐	Mortgage loan balances greater than the fair market value of property?	
☐	☐	Loan[s] not secured by real estate?	
☐	☐	Current or prior year refinanced loan proceeds NOT used directly to buy, build or improve property?	
☐	☐	Interest expense on loans for a boat/recreational vehicle [which has sleeping space, toilet & kitchen?	
☐	☐	Did you pay any interest to an individual rather than a bank?	
☐	☐	PMI [private mortgage insurance] in 2013 [for contracts issued after 12/31/06?]	$ ________

Yes	No	**Investment Interest**	Amount
☐	☐	Margin interest on loans used to purchase investment securities?	$ ________

MEDICAL EXPENSES

If you do not expect medical to exceed 7.5% of income check N/A & skip this section N/A ☐

During 2013 did you or your spouse incur/pay :

Yes	No		Amount
☐	☐	Take distributions from a Health or Medical Sav Acct [HSA/MSA]?	$ ________
		If yes were any distributions taken NOT used for medical expenses?	Y / N

Yes	No		
☐	☐	Did you or your spouse pay for any medical expenses? If so complete below:	
		DO NOT SEND RECEIPTS	
		NOTE: for Health & Medical Sav Accts [HSA/MSA] do NOT include employer paid or pretax employee amounts	Amount $ ________
		Contributions to a MSA/HSA?	________
		Medical, Dental, Vision & Hospital Insurance Premiums	________
		Medicare Insurance Premiums (do not incl payroll taxes)	________
		Long Term Care Insurance Filer	________
		Long Term Care Insurance Spouse	________
		Doctors, Dentists (no discretionary cosmetic surgery)	________
		Hospital	________
		Prescription drugs (no over the counter)	________
		Nursing Care	________
		Hearing Aids, batteries	________
		Lodging for medical treatment	________
		Medical equipment/supplies (such as oxygen)	________
		Other ____________________	________
		Other ____________________	________
		Other ____________________	________

Yes	No		
☐	☐	Auto mileage to and from medical treatment	Miles driven: ________

CHARITABLE CONTRIBUTIONS

If you had none check N/A & skip this section → N/A ☐

Yes ☐ No ☐ During 2013 did you or your spouse make any charitable contributions?

Charitable Contributions by Cash/Check * - do not send receipts

Charitable Organization:	Amount
______________________	$ ________
______________________	$ ________
______________________	$ ________
______________________	$ ________
______________________	$ ________
	$ ________

Non-Cash Charitable Contributions*

Yes ☐ No ☐ Did you have less than $500 of Non-Cash contributions? If so, amount: $ ________

Yes ☐ No ☐ Did you have more than $500 of Non-Cash contributions? If so, provide:

	Donation 1	Donation 2	Donation 3
Organization			
Value of donation			
Address			
Description			
Cost or basis of donation			
Date acquired			
Date donated			
Method of Valuation:			
Thrift Shop Value	Y / N	Y / N	Y / N
or other [list]			

Yes ☐ No ☐ **Charitable Mileage?** _______ miles

** To be deductible, contributions must be made to a qualified organization. A complete online list of these organizations is available at: http://www.irs.gov/app/pub-78/. The IRS requires written acknowledgment from the donee - or bank records - IRS Pub 526. If you received something in return for your contribution you should reduce the contribution by the FMV of what you receive. For donation values see IRS Pub 561- in addition many charities provide websites provide valuation guides - For example: http://www.salvationarmyusa.org or http://www.goodwill.org*

OTHER DEDUCTIONS

During 2013 did you or your spouse incur/pay :

Yes	No		AMOUNT
☐	☐	A theft or damage loss, not compensated by insurance that will exceed 10% of your income?	
☐	☐	Alimony to an ex-spouse?	$ ________
☐	☐	Job related costs [not reimbursed by your employer] or other misc itemized deductions which will exceed 2% of your gross income?	
☐	☐	Car expenses for your job (other than to commute to and from work)	
		If yes, did your employer reimburse you at maximum IRS rates? Y / N	
		If not what amount was reimbursed to you that was not included in your W-2	$ ________
☐	☐	Attorney fees (to protect or produce taxable income only)	________
☐	☐	Union & professional dues `	________
☐	☐	Estate planning or tax preparation fees	________
☐	☐	Safe deposit box	________
☐	☐	IRA annual fees [paid by sep check]	________
☐	☐	Uniforms or protective clothing	________
☐	☐	Work tools	________
☐	☐	Investment advisory/broker fees or other expenses	________
☐	☐	Job hunting costs	________
☐	☐	Gambling losses (deductible to the extent of winnings)	________

RETIREMENT PLANS

If you had none check N/A & skip this section N/A ☐

During 2013 did you or your spouse :

Yes	No	
☐	☐	Withdraw any amount from a profit-sharing plan, retirement plan or IRA (including Traditional IRA, Roth IRA, SEP, Simple, etc.)?
☐	☐	CONVERT a traditional IRA to a Roth IRA?
☐	☐	ROLLOVER a retirement plan distribution into another plan?
☐	☐	TRANSFER/RECHARACTERIZE funds back from a Roth IRA to a Traditional IRA?
☐	☐	Make a retirement distribution directly to a charity?
☐	☐	Receive any death benefit distribution from an IRA that you inherited AND that had estate taxes previously paid to the IRS?

Contributions to retirement plans (you do NOT need to supply information for employer plans such as 401[k] or Simple plans as these pretax amounts are reflected on your w-2)

Do you or your spouse wish to contribute to - indicate amount or write "MAX"

Yes	No			TAXPAYER	SPOUSE
☐	☐	Traditional IRA	due by April 15th	$ ______	$ ______
☐	☐	Roth IRA	due by April 15th	______	______
☐	☐	SEP or other plan		______	______

STATE & LOCAL SALES TAX INFORMATION

Yes	No	
☐	☐	Did you or your spouse make any out-of-state purchases on which you were NOT charged state sales taxes and that you owe use tax to your state of residence? If yes:

Cost of out of state purchases ______
Rate of resident tax x ______ %
Amount of resident use tax due ______

DEBT TRANSACTIONS

If you had none check N/A & skip this section N/A ☐

During 2013 did you or your spouse:

Yes	No	
☐	☐	Have any debt you owed cancelled or forgiven during 2013?
☐	☐	Have any investments or debts owed to you that became worthless during 2013?
☐	☐	File for bankruptcy?

REAL ESTATE TRANSACTIONS

If you had none check N/A & skip this section N/A ☐

During 2013 did you or your spouse:

Yes	No	
☐	☐	Refinance, sell, exchange or purchase any real estate during 2013? If yes, please include a copy of the closing document [Form HUD-1].
☐	☐	Sell your primary residence last year? If yes, include a copy of the closing document from 1) original purchase and 2) sale of your home.
☐	☐	Has this residence ever been rental property or had an office in home?
☐	☐	Sell, dispose of or cease residing in any property on which you previously claimed a tax credit?

STOCK AND INVESTMENT SALES

If you had none check N/A & skip this section N/A ☐

During 2013 did you or your spouse:

Yes	No	
☐	☐	Sell any stocks, bonds, investments, real estate or other assets If yes, supply information relating to cost of assets, improvements and date[s] of acquisition. For brokerage account sales of stocks and bonds, you will receive a report which contains this information. (DO NOT include retirement account activity)
☐	☐	Enter into any put or call stock transactions, exchange of securities or investments for something other than cash, sales of inherited property, sale of property for which you will receive payment in future years, commodity sales, short sales or straddles during 2013?

EMPLOYER STOCK OPTIONS

If you had none check N/A & skip this section N/A ☐

During 2013 did you or your spouse:

Yes	No	
☐	☐	Have any stock option transactions during 2013, including grants, exercises or sales? Were your options Non-Qualified [NQSO] or Incentive [ISO] stock options' [Circle one]
☐	☐	Receive a stock option grant of rights to purchase stock in the future?
☐	☐	Exercise stock options?
☐	☐	Was this exercise included by your employer in your 2013 Form W-2?
☐	☐	Sell shares of previously exercised stock options?
☐	☐	Was the gain on your sale included by your employer in your 2013 Form W-2?

CURRENT YEAR INFORMATION
To be completed by all taxpayers

Did you or your spouse:

Yes	No	
☐	☐	Utilize employer provided COBRA health insurance assistance?
☐	☐	Get notified by the IRS of changes to a prior year's return, or received a tax notice
☐	☐	Claim a First-time Homebuyers credit that requires repayment to IRS for a home purchased in 2008?
☐	☐	Make gifts of more than $14,000 to any one person?
☐	☐	Have a foreign bank account with a balance of over $10,000 at anytime during the year?
☐	☐	Receive any accelerated death benefit from a life insurance policy that you own?
☐	☐	Work out of state for part of the year? State name: ____________
☐	☐	Incur moving expenses due to a change of employment that were not reimbursed to you?
☐	☐	Work outside the city's limits for periods that your employer continued to withhold city taxes?
☐	☐	Use your home for business?
☐	☐	Incur expenses working as a fulltime teacher for grades K-12? Amount $ ____________
☐	☐	Purchase a plug-in electric vehicle?
☐	☐	Employ household workers and pay them in excess of $1,700 during the year?
☐	☐	Want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	Did you claim the First Time Homebuyer Credit in 2008, 2009, or 2010 **AND** have a disposition or change in use of your main home for which you claimed the credit?

Yes	No	
☐	☐	Have you been a victim of identity theft AND did you notify the IRS? If so, please provide - your six digit pin. ____________

RESIDENTIAL ENERGY IMPROVEMENT CREDITS

If you had none check N/A & skip this section → N/A ☐

Yes	No	
☐	☐	Did you pay for any qualified energy improvements? If so provide cost below:

<u>Residential Energy Efficient Property Credit (30% credit-No Lifetime Limit)</u>

		Amount
Geothermal heat pumps qualifies	[incl install - 2nd home & new const]	$ ____________
Small wind turbines	[incl install - 2nd home & new const]	____________
Solar energy systems	[incl install - 2nd home & new const]	____________
Fuel cells		____________

Few energy efficient improvements qualify for tax credits for 2013. http://www.energystar.gov/ - choose the TAX CREDITS FOR ENERGY EFFICIENCY icon. Costs DO NOT include installation costs unless indicated above. Most existing principal residence, second homes & new construction qualify - rental property does not qualify

FOREIGN TRANSACTIONS

If you had none check N/A & skip this section → N/A ☐

Yes	No	
☐	☐	Did you or your spouse own any foreign financial assets?
☐	☐	Did you or your spouse have any transactions related to a foreign trust?
☐	☐	Did you or your spouse have an interest in or other authority over a foreign financial account?
☐	☐	Did you or your spouse own any foreign retirement accounts?

Note: taxpayers with foreign transactions should review US Treasury Form 90-22.1 to determine and fulfill their filing requirements. This is not an income tax filing but may be required.