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TAX ORGANIZER

Welcome to PIM Tax Services ("PIM"). The IRS requires a tremendous amount of information about us to verify we are paying the correct tax bill - which means I need a tremendous amount of information about you to prepare your tax return. This *organizer* is designed to make the process of obtaining that information as easy as it can be. The first 4 pages of this organizer must be completed by all new customers. I also require a signature (on page 4) indicating you understand the privacy policy. The remaining pages are optional, but highly encouraged as they can save us both some time and effort.

Note: The IRS matches names and Social Security numbers based on information on file with the Social Security Administration. If the name on the tax return does not **exactly match** the name on the Social Security card, the IRS will reject the tax return – and your taxes can not be filed until the discrepancy is corrected.

Name of Taxpayer			SS#	
<i>First</i>	<i>M.I.</i>	<i>Last</i>	Email	
Occupation	Date of birth			
Address	City		State	Zip
County	Preferred Phone		Alternate Phone	
Name of Spouse			SS#	
<i>First</i>	<i>M.I.</i>	<i>Last</i>	Email	
Occupation	Date of birth			

Complete if spouse address is different than taxpayer address

Address		City	State	Zip
County		Preferred Phone	Alternate Phone	
If you moved during 2015, enter your previous address.			Date of move	
Filing status: Single	MFJ HoH	MFS Unsure	QW	Were you divorced or separated during the year? Yes No
Have you received any notice from the IRS or state revenue department within the past year? Yes No			Were there any deaths in the family in 2015? Yes No	

Virginia Information Full-year resident Part-year resident Nonresident
Virginia Part-year and Non-Residents please complete the following:

Other States of residence during 2015 and dates

Spouse States of residence

Do you rent or own your home? Rent Own

Names of dependent children	Child's full name	Social Security #	Date of birth	Months lived in home in 2015	Relationship to taxpayer	College student?

Did any of the children have income above \$1,050 for the year? Yes No Do any of the children have a disability? Yes No
 Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2015? Yes No

Other dependents or people who lived with you

Name	Social Security #	Date of birth	Relationship	Income

If you are due a refund, would you like it directly deposited into your bank account? Name of bank

Checking	Savings	Routing transit number	Account number
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[Ask for information about accelerating your savings by splitting your refund check.](#)

Questions — All Taxpayers

"You" refers to both taxpayer and spouse — enter "?" if unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?	
	Yes	No	Did you pay or receive alimony in 2015? <i>Paid/Received \$</i>	<i>Recipient's SS#</i>
	Yes	No	Did you have health insurance for you, your spouse, and all dependents for the entire year?	
	Yes	No	Did you purchase health insurance through a government exchange?	
	Yes	No	Have you paid alternative minimum tax (AMT) in previous years?	
	Yes	No	Did you pay anyone for domestic services in your home?	
	Yes	No	Did you purchase a new energy-efficient car, truck, or van?	
	Yes	No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?	
	Yes	No	Are you a member of the military?	
	Yes	No	Were you a citizen of or live in a foreign country, or receive income from a foreign investment or bank account?	
	Yes	No	If the IRS has questions about your tax return can they contact PIM Tax Services directly to discuss it?	
CHILDREN & EDUCATION	Yes	No	Were any children born or adopted in 2015?	
	Yes	No	Was anyone in the home a college student in 2015?	If so, whom?
	Yes	No	Did you pay for child or dependent care so you could work or go to school? <i>(add statement if needed)</i>	
			<i>Name of provider</i>	<i>EIN or SS #</i>
			<i>Address</i>	<i>Amount paid \$</i>
Yes	No	Do you have any children who earned more than \$2,100 of investment income?		
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2015?	
	Yes	No	Did you roll over any amounts from a retirement account in 2015?	
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?	
	Yes	No	Did you pay for investment or financial planning advice, or purchase securities on margin in 2015?	
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2015?	
DEDUCTIONS	Yes	No	Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details.	
	Yes	No	Did you pay sales taxes on a major purchase in 2015, such as a vehicle, boat, or home?	
	Yes	No	Did you have any uninsured loss to your property in 2015?	
BUSINESS	Yes	No	Did you work from a home office or use your car for business?	
	Yes	No	Do you own a home, condominium, or time-share that you rent to someone else?	
	Yes	No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?	
HOME	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement.	
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.	
	Yes	No	Did you refinance a mortgage or take a home equity loan? (Provide closing statement)	
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?	
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.	

Privacy Policy

The nature of tax work requires the collection of certain nonpublic information. PIM collects financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with clients. PIM may also review banking and credit card information about clients in the performance of receipt of payment. All information we obtain about you will be provided by you or obtained with your permission.

PIM has procedures and policies in place to protect your confidential information. PIM restricts access to your confidential information to those who need to know in order to provide you with services. PIM will not disclose your personal information to a third party without your permission, except where required by law. PIM maintains physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

Acknowledged by Client. Signature: _____ Date _____

Tax Preparation Checklist

Please provide the following documentation:

- All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), 1099-G (state tax refunds) Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- Form 1095-A (for health insurance purchased through a public exchange), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage).
- If you are a new client, provide copies of last year's tax returns.
- If you are in the military an LES from the tax year can be helpful.
- The completed Individual Income Tax Organizer. *Note:* If you choose not to fill out the organizer, please at least review it to ensure that you are not forgetting any required information.
- Copy of the closing statement if you bought or sold real estate.
- Mileage figures for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.
- Detail of estimated tax payments made, if any.
- Income and deductions categorized on a separate sheet for business or rental activities.
- List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.
- Copy of all acknowledgement letters received from charitable organizations for contributions made in 2015.

Tax Return Preparation

PIM will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. **It is important that you review the return carefully before signing to make sure the information is correct.** Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

Organizer and tax documents received by PIM Tax Services:

PIM Signature _____ Date _____

*Filling out the following sheets is **optional**, but doing so provides PIM with a thorough understanding of your tax situation and often results in speedier tax return completion. Clients are encouraged to review the following pages as they provide a more complete checklist of items that can impact your federal or state tax returns.*

Income Worksheet

Provide all income-related tax documents (Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC), and other income reporting statements. Payment stubs (or an LES) from your employer are not tax documents, but they can also be useful.

Indicate "T" for taxpayer, "S" for spouse, "J" for joint

Provide additional statements if more room is needed

Forms W-2 — Wage and Tax Statement

T/S	Employer name	T/S	Employer name
	1)		4)
	2)		5)
	3)		6)

Forms 1099-INT — Interest Income

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-DIV — Dividends and Distributions

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-R — Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, Etc.

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

If the distribution is before age 59½, give a reason to determine if an exception to penalty applies.

Tax-Exempt Interest (such as municipal bonds — include statement)

Payer	\$	Payer	\$

Other Income

State tax refund (Form 1099-G, if you itemized deductions the previous tax year)	\$	Unreported tips	\$
Alimony (received)	\$	Other	\$
Unemployment compensation	\$		\$
Social Security (taxpayer) — provide SSA-1099 or RRB-1099	\$		\$
Social Security (spouse)— provide SSA-1099 or RRB-1099	\$		\$
Business income (ask for a <i>Home Business Tax Organizer</i>)		Stock sales	\$
Rental income (ask for a <i>Rental Property Tax Organizer</i>)		Sale of other property	\$

Itemized Deductions Worksheet

Total deductions must exceed \$6,300 Single, \$12,600 MFJ, \$9,250 HOH, or \$6,300 MFS to be a tax benefit.

Medical Expenses. Must exceed 10% (7.5% for taxpayers age 65 or older) of AGI to be a benefit — include cost for dependents — do not include any expenses that were reimbursed by insurance.				Charitable Contributions. If over \$500 in noncash charitable contributions, provide details of contributions. New rules require that the taxpayer retain documentation for all cash contributions.					
Dentists	\$	Hospitals	\$	Cash		\$			
Doctors	\$	Insurance	\$	Noncash contributions (FMV). Clothing or household items must be in good used condition or better.		\$			
Equipment	\$	Prescriptions	\$	Did you transfer funds from an IRA directly to a charity? Yes No		\$			
Eyeglasses	\$	Other	\$	Charitable mileage					
Medical miles: _____ @ 23¢									
Taxes Paid. Do not include taxes paid for full or partial business or rental-use property, including business use of the home.				Casualty and Theft Losses					
State withholding (<i>Reported on W-2</i>)			\$	If you suffered any sudden, unexpected damage or loss of property, or a theft, provide details to your tax preparer.					
State estimated taxes — paid in 2015			\$	Miscellaneous Itemized Deductions. The following must exceed 2% of income to be a benefit. For use of home, or auto mileage, or other job-related expenses, provide information on a separate sheet.					
Real estate tax — residence			\$	Were any expenses reimbursed by your employer? Y N					
Real estate tax — other personal use real property			\$	Dues		\$	Supplies	\$	
Personal property taxes			\$	Investment expenses		\$	Tax prep fees		\$
Property tax refund — received in 2015			\$ ()	Job education		\$	Tools		\$
Foreign tax paid			\$	Job seeking		\$	Uniforms		\$
Other			\$	Legal fees		\$	Union dues		\$
Other			\$	Licenses		\$	Other		\$
Balance paid in 2015 from prior year returns (do not include interest or penalties)			\$	Safety equipment		\$	Other		\$
Did you keep receipts for sales tax paid during 2015? Yes No				Subscriptions		\$	Other		\$
Did you purchase a car, plane, boat, or home in 2015? Yes No				Other Miscellaneous Deductions. The following deductions are NOT subject to a 2% of income limit.					
Sales tax paid \$ Purchase paid \$				Gambling losses		\$	Federal estate tax on IRD		\$
Interest Paid. Do not include interest paid for full or partial business or rental-use property, including business use of the home. Provide all Forms 1098 or lender information and ID numbers.				Impairment related expenses		\$	Loss from box 2, K-1, Form 1065B		\$
Main home	\$	Equity loan	\$						
Second home	\$	Equity loan	\$						
Points	\$	Investment interest	\$						
Did you pay a mortgage insurance premium when you purchased your home? Amount \$				Date					

Adjustments Worksheet

<i>Educator expenses.</i> Classroom expenses of teachers, counselors, and principals. Maximum \$250 (each spouse).	\$
<i>Health Savings Account deduction (HSA).</i>	\$
<i>Self-employed SEP, SIMPLE, and qualified plans.</i> Some contributions for 2015 may be made in 2016.	\$
<i>Self-employed health insurance deduction.</i> Sole proprietors, partners, and 2% S corporation shareholders if not eligible for employer coverage.	\$
<i>Penalty on early withdrawal of savings.</i>	\$
<i>IRA deduction.</i> For traditional IRAs. Roth IRAs are not deductible. Some contributions for 2015 may be made in 2016.	\$
<i>Student loan interest deduction.</i> Paid for taxpayers and dependents. Income limits apply.	\$
<i>Tuition and fees deduction.</i> Qualified tuition and fees if not claiming education credits. Income limits apply.	\$
<i>Moving expenses.</i> Job-related move and at least 50 mile increase in commuting distance.	\$
<i>Business expenses of reservists, performing artists, and fee-based government officials.</i>	\$

Estimated Tax Payments — Tax Year 2015

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2014 refund?		\$		\$
Total		\$		\$

Plan Ahead for Next Year: PIM Tax Services (757) 407-4189

Many events occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the *prior* year. In most situations, treatment is firmly established at the time the transaction occurs. However, future negative tax effects can be avoided by proper planning. Please contact us if you have questions about the tax consequences of a transaction or event, including the following:

- Pension or IRA distributions
- Sale or purchase of a residence
- Significant change in income or deductions
- Retirement
- Marriage (or the opposite!)
- Notice from IRS or other revenue department
- Attainment of age 59½ or 70½
- Self-employment
- Charitable contributions of property in excess of \$5,000
- Gifts (over \$14,000 to an individual)
- Inheritance