

# 2016 INCOME TAX ORGANIZER

Your Phone No: \_\_\_\_\_

Please fill out all applicable sections

Prepared for clients of SENIOR Financial & Tax by:

**Lori J. Maderer - Tax Preparer**

**716-662-4470**

**5205 Chestnut Ridge Road**

**Orchard Park, NY 14127**

BEFORE calling to drop off your tax information:

## Section A: Personal Information:

Name(s):	Birth-date:	Age:	Soc. Sec. #:
You:			
Spouse:			
Child 1:			
Child 2:			
Child 3:			
Child 4:			
Child 5:			

Enclosed  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]

## VERY IMPORTANT:

**Must Bring These Items! Please Don't Forget**

1. Printed Copy of LAST YEAR'S Tax Return
2. All W-2's, 1099's, Int., Div. & S.S. Statement & Schwab 1099's
3. This Organizer - Completed (Check off each section)
4. Non-Cash Charitable Worksheet & Receipts
5. Other Relevant Information (List & Detail as Necessary)

## Section B: Itemized Deductions:

Medical:	Amount:
Health/Dental/LTC Insurance Premiums paid:	
Medicare premiums paid: <small>(On Soc. Sec. Statement)</small>	
Prescriptions & Medicine expenses:	
Co-payments and Deductibles paid:	
Dental, Eyeglasses, Contact lens expenses:	
Total Medical Miles	
Other: Describe	

## Section C:

### Quarterly Tax Payments / Sales tax:

Due Dates	Fed. Amt:	NYS Amt:
April 15th payment:		
June 15th payment:		
Sept. 15th payment:		
Jan. 15th payment:		

Did you purchase a car/boat this tax year?  Yes  No  
If yes, amount of NYS sales tax paid: \_\_\_\_\_

## Section D:

(For IRS Form 2106)

### Un-Reimbursed Employee Business Expenses:

(Check last year's Breakout)

Your Amts:	Spouse's:
<b>Total Miles on Auto this tax Year:</b>	
Total Business Miles:	
Parking fees, tolls, etc.	
Travel Exp. while Overnight:	
Educ. Exp., Conf., Books:	
Job Seeking Expenses:	
Spec. Clothing, Uniforms, etc:	
Dues, Licenses, Etc.	
Meals & Entertainment:	
Bus. Gifts, Cell Phone, Supplies:	
Computer, Printer Purchases:	
Other Work Related expenses:	

## Taxes Paid By You:

1. State Income Taxes:	Amount:
Last Year's NY State Tax Due with Return: <small>(If a Refund on State return, enter Amount here.)</small>	

2. Real Estate Property Taxes:	Amount:
<b>Primary Residence:</b> County Tax	
School Tax:	
<small>(If applicable:)</small> Village Tax:	
<b>Other Real Property:</b> County Tax	
<small>(If applicable:)</small> School Tax:	
<b>NEW - Property Tax Freeze Credit – Check Amt:</b>	

Loan Interest Paid: <small>(on Forms 1098 or 1099)</small>	Amount:
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Mortgage 1: _____	
Mortgage 2: _____	
Home Equity Loan: _____	
Home Improve. Loan: _____	
Student Loan Interest	

Cash Donations:	YOU MUST PROVIDE DOCUMENTATION	Documented Amount*:
Churches, Charity, Alumni Assn., etc.:		
Vol. Fire Dept., Little League Sports, etc.:		
Telethons, Walk-a-thons, etc.:		
United Way, Payroll deductions, etc.:		
Total Volunteer Miles:		
Other Miscellaneous Donations:		

\* Please attach copy of receipts for all donations over \$250

Other Misc. Deductions:	Amount:
Income Tax Preparation Fee:	
Investment Advisory Expenses:	
Investment Subscriptions & Info, Internet fees:	
Safe Deposit Box:	
Union Dues, Job Related Tools:	
Uniforms, Work Shoes, Etc.:	

## Section E:

### Education & Childcare Expenses

Total Daycare Expenses:	
Childcare Provider Tax ID #:	
Total College Expenses Paid (with loans):	
Child Name/Year in School:	/

## Other Information:

(Detail & List Separately)

1. Business Income and Expenses: Schedule "C" Breakout
2. Any Schedule K-1's and Rental Information as soon as available

### Yr. 2016 Income Tax Preparation Fees:

Service:	Client Family:	Fee-Client:
IRS 1040EZ & NYS:	\$90.00	\$65.00
IRS 1040A & NYS:	\$155.00	\$115.00
*IRS 1040 & NYS:	\$200.00	\$145.00
<small>(* with up to 3 schedules)</small>	<b>Free E-Files</b>	<b>Free E-Files</b>
Schedule C or E:	\$50.00	\$35.00
Additional Schedules:	\$10.00/ea	\$6.00/ea

### SPECIAL REMINDER: Please pay for Taxes

upon pick-up ...otherwise a \$25 invoicing fee will be added.

[YES] [NO] Did you & your dependents have Healthcare coverage for the full year?

[YES] [NO] Did you receive any 1095-A, 1095-B or 1095C Health Ins. Marketplace statements this year? If yes, please attach.

**Thanks for your cooperation! Your efforts will make our time together more effective! Any questions... Please Call!**

**Please Complete Entire Worksheet:**

**Taxes to be Prepared by - Lori Maderer**  
**5205 Chestnut Ridge Road**  
**Orchard Park, NY 14127**  
**716-662-4470**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**WORKSHEET INSTRUCTIONS:**

- Step 1. Fill in Receipt Descriptions with dates  
(Section at left)
- Step 2. Place quantities of receipt 1 in col. 1  
(Section below)
3. Attach receipts to this worksheet & return  
with your Tax Organizer.
- 4. We will use your exact quantities!**  
**YOU MUST Fill in the blanks!**

**Non-Cash Charitable Contributions - Worksheet**

**STEP 1:**

Receipt Descriptions:	Dated:	Donated to: (eg: Goodwill, AMVETS, etc.)
Receipt # 1		
Receipt # 2		
Receipt # 3		
Receipt # 4		
Receipt # 5		

Item Description:	RECEIPT #:					*Est. FMV:	STEP 2: (Below)					*Est. FMV:	
	1	2	3	4	5		1	2	3	4	5		
<b>Ladies Clothing:</b>	<i>Place quantities below:</i>						<b>Children's Clothing:</b>	<i>Place quantities below:</i>					
Blouses - Dress						updating	Blouses/Shirts - Dress						updating
Blouses - Casual						updating	Boots/Shoes						updating
Bathrobes						updating	Coats - winter						updating
Belts, Bras, etc.						updating	Coats - casual						updating
Bathing Suits						updating	Dresses						updating
Coats - Dress						updating	Jackets						updating
Coats - Casual						updating	Jeans						updating
Dresses						updating	Pajamas / Robes						updating
Evening Dresses						updating	Pants						updating
Handbags						updating	Snowsuits						updating
Hats, Shoes, Boots						updating	Shorts / Swimsuits						updating
Jackets - Dress						updating	Skirts						updating
Jackets - Casual						updating	Sweaters						updating
Nightgowns						updating	Slacks - Dress						updating
Pant Suits - Dress						updating	Sweat-Pants/Shirts						updating
Pant Suits - Casual						updating	Socks / Belts / Caps						updating
Suits - Dress						updating	T-Shirts / Underwear						updating
Sweatshirt, Jeans						updating							\$
Skirts						updating	<b>Household Goods,</b>	<i>Place quantities below:</i>					
Sweaters - LS Dress						updating	<b>Other: (List)</b>						
Sweaters - Casual						updating	Blankets						updating
Slips & Found.Garm.						updating	Bedspreads / Comforter						updating
Slacks - Dress						updating	Bedroom Curtains						updating
Slacks - Casual						updating	Drapes						updating
Shorts						updating	Pillows						updating
Socks						updating	Sheets						updating
						\$	Towels - Bath						updating
													\$
<b>Men's Clothing:</b>	<i>Place quantities below:</i>						<b>Children's Toys, Etc.:</b>	<i>Place quantities below:</i>					
Belts, Ties, Caps, gloves						updating	Board Games / Books						updating
Jackets - Casual						updating	Stuffed Animals						updating
Jackets -Dress						updating	Toy Cars & Trucks						updating
Denim Jeans						updating	Childrens Books						updating
Overcoats - Casual						updating	Plastic Block Set						updating
Overcoats - Wool						updating	Dolls						updating
Pajamas						updating							\$
Pants/Shorts						updating							\$
Raincoats						updating							\$
Suitcoat/Sport jacket						updating							\$
Suits, 2 or 3 Pc.						updating							\$
Slacks						updating	<b>Describe: Furn., Appliances,</b>	<i>Place quantities below:</i>					
Shirts - Dress						updating	<b>Sporting Goods, Other:</b>						\$
Shirts - Sport						updating							\$
Sweaters - Long Sleeve						updating							\$
Sweaters - Vest/Turtleneck						updating							\$
Shoes & Boots						updating							\$
Swim Trunks						updating							\$
Under Shorts & Shirts						updating							\$
Sweatshirts/pants						updating							\$

\*Estimated Fair Market Values (FMV) will be updated and calculated by computer, just fill in the quantities.