



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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PERSONAL INFORMATION

	TAXPAYER	SPOUSE
Last name.....	_____	_____
First name.....	_____	_____
Middle initial and suffix.....	Mi _____ Suffix _____	Mi _____ Suffix _____
Social security number.....	_____	_____
Occupation.....	_____	_____
Work phone/extension.....	_____	_____
Cell phone.....	_____	_____
E-mail address.....	_____	_____
Driver's License/Id issuing state.....	_____	_____
License /Id number.....	_____	_____
License/Id issue date.....	_____	_____
License/Id expiration date.....	_____	_____
Birthdate.....	MM/DD/YYYY..... _____	MM/DD/YYYY..... _____
Blind.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contribute to Presidential Election Campaign Fund.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Eligible to be claimed as a dependent on another return.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Street address.....	_____	Apartment number..... _____
City.....	_____ State..... _____	ZIP code..... _____
Home phone.....	_____	Foreign country..... _____
Fax.....	_____	Foreign phone..... _____

FILING STATUS

1 Single

2 Married filing jointly

3 Married filing separately

Check this box if you **did not** live with spouse at any time during the year.....

Check this box if you are eligible to claim spouse's exemption.....

Check this box if your spouse itemizes deductions.....

4 Head of household

If the qualifying person is a child but not your dependent, enter

Child's name..... _____ Child's social security number..... _____

5 Qualifying widow(er)

Check the box for the year the spouse died..... 2017 2018

DEPENDENT INFORMATION

Full Name (first name, middle initial, last name, suffix)	Social Security Number	**Code	Not qua- lified credit Other dep	Date of Birth	2019 Child Care Expense
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

** For the Dependent Code, enter the following: L = dependent child who lived with you
 N = dependent child who didn't live with you due to divorce or separation
 O = other dependent
 Q = not a dependent (but is a person who qualifies your client for the earned income credit and/or the credit for child and dependent care expenses)

+ Enter the number of months dependent lived with you, and/or your spouse if married filing jointly, in the U.S.

* Check this box if dependent child is not a U.S. citizen or resident alien

Topic Index

ORG2

<p>Alimony paid ORG28</p> <p>Alimony received ORG10</p> <p>Annuity payments received ORG7</p> <p>Business income and expenses ORG19</p> <p>Car and truck expenses ORG18</p> <p>Casualties and thefts..... ORG3</p> <p>Charitable contributions ORG14</p> <p>Child and dependent care expenses ORG35</p> <p>Dependent information ORG6</p> <p>Depreciable property - additions ORG51</p> <p>Depreciable property - deletions ORG50</p> <p>Dividend income ORG11</p> <p>Education ORG36</p> <p>Employee business expense ORG17</p> <p>Estate income ORG47</p> <p>Estimated and other tax payments ORG40</p> <p>Farm income and expenses ORG27</p> <p>Farm rental income and expenses ORG26</p> <p>Foreign earned income ORG52</p> <p>Gambling and lottery winnings ORG7</p> <p>Household employees ORG41</p> <p>Health Insurance Coverage ORG3A</p> <p>Installment sales..... ORG23</p> <p>Interest income ORG11</p> <p>Interest paid (mortgage, etc) ORG14</p> <p>Investment interest expense..... ORG14</p> <p>IRA contributions ORG28</p>	<p>IRA distributions and rollovers..... ORG7</p> <p>Keogh plan contributions ORG28</p> <p>Medical and dental expenses ORG13</p> <p>Miscellaneous income reported on 1099-MISC ORG8</p> <p>Miscellaneous income not from 1099-MISC ORG10</p> <p>Miscellaneous itemized deductions ORG15</p> <p>Moving expenses ORG16</p> <p>Office in home expenses ORG20</p> <p>Partnership income ORG45</p> <p>Pension payments received ORG7</p> <p>Personal information ORG6</p> <p>Railroad retirement benefits..... ORG10</p> <p>Rental income and expenses ORG25</p> <p>Royalty income and expenses ORG25</p> <p>S corporation income..... ORG46</p> <p>Sale of home..... ORG22</p> <p>Sales of business property ORG24</p> <p>Sales of stock, securities ORG21</p> <p>Self-employed health insurance ORG19</p> <p>SEP plan contributions..... ORG28</p> <p>SIMPLE plan contributions ORG28</p> <p>Social security benefits..... ORG10</p> <p>State and local tax refunds..... ORG10</p> <p>Taxes paid..... ORG13</p> <p>Trust income ORG47</p> <p>Unemployment compensation..... ORG10</p> <p>Wages and salaries ORG7</p>
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General Questions

ORG3

PERSONAL INFORMATION		
	Yes	No
1 Did your marital status change during 2019?	<input type="checkbox"/>	<input type="checkbox"/>
If yes , explain		
2 Do you want to allow your tax preparer to discuss this year's return with the IRS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
4 Were you or your spouse permanently and totally disabled in 2019?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDENT INFORMATION		
	Yes	No
7a Do you have dependents who must file?	<input type="checkbox"/>	<input type="checkbox"/>
b If yes , do you want us to prepare the return(s)?	<input type="checkbox"/>	<input type="checkbox"/>
8a Do you have children who are under age 19 or a full time student under age 24 with investment income greater than \$2,200?	<input type="checkbox"/>	<input type="checkbox"/>
b If yes , do you want to include your child's income on your return?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are any of your dependents not U.S. citizens or residents?	<input type="checkbox"/>	<input type="checkbox"/>
10 Did you provide over half the support for any other person during 2019?	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you incur adoption expenses during 2019?	<input type="checkbox"/>	<input type="checkbox"/>
IRA, PENSION AND EDUCATION SAVINGS PLANS		
	Yes	No
12 Did you receive payments from a pension or profit-sharing plan?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
14a Did you convert all or part of a regular IRA into a Roth IRA?	<input type="checkbox"/>	<input type="checkbox"/>
b Did you roll over all or part of a qualified plan into a Roth IRA?	<input type="checkbox"/>	<input type="checkbox"/>
15 Did you contribute to a Coverdell Education Savings Account?	<input type="checkbox"/>	<input type="checkbox"/>
ITEMS RELATED TO INCOME/LOSSES		
	Yes	No
16 Did you receive any disability payments in 2019?	<input type="checkbox"/>	<input type="checkbox"/>
17 Did you receive tip income not reported to your employer?	<input type="checkbox"/>	<input type="checkbox"/>
18a 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.)	<input type="checkbox"/>	<input type="checkbox"/>
b If you sold or abandoned a home, did you claim the First-Time Homebuyer Credit when you purchased the home?	<input type="checkbox"/>	<input type="checkbox"/>
c Are you planning to purchase a home soon?	<input type="checkbox"/>	<input type="checkbox"/>
19 Did you incur any casualty or theft losses during 2019?	<input type="checkbox"/>	<input type="checkbox"/>
20 Did you incur any non-business bad debts?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

