Versatile Tax Services, LLC
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Income Tax Organizer

Contact Information

Tax Year Ending ____________

Primary Taxpayer: ____________ S.S # - - Birthdate (mm/dd/yy) / /

Secondary (Spouse): ____________ S.S # - - Birthdate (mm/dd/yy) / /

Mailing Address: ____________ Home Phone Number ( ) -

City, State, Zip: ____________ Work or Cell Phone ( ) -

Email Address: ____________

Filing Status: ☐ Single ☐ Married filing jointly ☐ Head of household ☐ Widow(er)

Were you divorced or separated during the year? ☐ Yes ☐ No Were there any deaths in the family? ☐ Yes ☐ No

Have you received any notices from the IRS or state revenue department within the past year? ☐ Yes ☐ No

Dependents			
Name	S.S. #	Birthdate (mm/dd/yy)	Relationship

Child or Dependent Care			
Did you pay a baby-sitter last year or day care provider while you and your spouse worked?			
Name of Provider	S.S. # or EIN of facility	Address	Amount Paid

Income Summary - Please provide copies of income from all sources

- ☐ Employer wages from W-2
- ☐ Interest Income from Banks & Financial Instititutions (1099-INT)
- ☐ Dividend Income (1099-DIV)
- ☐ Social Security Income (1099-SSA)
- ☐ Other Miscellaneous Income (1099-MISC)
- ☐ State Tax Refund
- ☐ Gambling Income (W2-G)
- ☐ Unemployment Income (1099-G)
- ☐ Self Employment Income (1099-MISC)
- ☐ Pension/Retirement Distribution (1099-R)
- ☐ Prizes and Awards
- ☐ Jury Duty Pay

Gains & Losses from Sale of Property, Stock, Etc (Attach 1099 B's)

For all property sold, please provide the following information. The purchase information price and date will not be on the 1099 B received from the Brocker. Attach additional sheet(s) if necessary

Description	Date Purchased	Date Sold	Cost	Sale Price
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

Did you sell or turn in any U.S. Savings Bonds? ☐ Yes ☐ No

Did you have any foreign bank accounts?

Did you have any penalties on Early Withdrawal of Savings Certificates? ☐ Yes ☐ No

Did you or your dependents take any college classes? ☐ Yes ☐ No

Do you own your home? ☐ Yes ☐ No if so, please provide interest and taxes paid for the home. (FORM 1098)

List Estimated Tax Payments Made throughout the year (if applicable)				
Payments	First Quarter (Apr 15)	Second Quarter (Jun 15)	Third Quarter (Sep 15)	Fourth Quarter (Jan 15)
Federal				
State				

Questions — All Taxpayers

Cross reference to pages in *TheTaxBook, 1040 Edition*

"You" refers to both taxpayer and spouse — enter "?" if unsure about a question.		
❑ Yes ❑ No	Are either you or your spouse legally blind?	3-6
❑ Yes ❑ No	Did you pay or receive alimony in 2008? *Paid/Received* $	12-12
❑ Yes ❑ No	Were any children born or adopted in 2008?	3-14
❑ Yes ❑ No	Were any children attending college? *Year in college* — Paid by you: *Tuition* $ / *Student loan interest* $ / *Books* $ — Paid by student: *Tuition* $ / *Student loan interest* $ / *Books* $	12-1
	Other expenses	
❑ Yes ❑ No	Did you pay any tuition for a private school for a dependent or take classes yourself?	12-2
	Student / *Amount paid* $	
	Name and address of school	
❑ Yes ❑ No	Did you pay for child or dependent care so you could work or go to school?	11-5
	Name of provider / *ID #*	
	Address / *Amount paid* $	
	Name of provider / *ID #*	
	Address / *Amount paid* $	
❑ Yes ❑ No	Did you provide housing to a person displaced by the 2008 Midwestern storms, tornadoes, or floods?	3-7
❑ Yes ❑ No	Did you buy or sell a home in 2008? ❑ Bought ❑ Sold: Purchase date / / (Provide closing statement)	6-18
❑ Yes ❑ No	If you purchased a new home, did you own a home during any of the three years prior to purchase of your new home?	11-3
❑ Yes ❑ No	Did you refinance a mortgage or take a home equity loan? (Provide closing statement)	4-11
❑ Yes ❑ No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?	14-3
❑ Yes ❑ No	Did you contribute any money to an IRA in 2008?	13-9
❑ Yes ❑ No	Did you pay any interest on a boat or RV loan? $	4-11
	Name and address of lender	
❑ Yes ❑ No	Did you receive an economic stimulus rebate check in 2008? *Amount* $	11-3
❑ Yes ❑ No	Do you have any children who earned more than $1,800 of investment income?	12-9
❑ Yes ❑ No	Did you pay sales tax on a major purchase in 2008, such as a vehicle, boat, or home?	4-9
❑ Yes ❑ No	Did you roll over any amounts from a retirement account in 2008?	13-21
❑ Yes ❑ No	Will there be any significant changes in income or deductions next year, such as retirement?	15-3
❑ Yes ❑ No	Did you have any uninsured loss to your property in 2008?	4-20
❑ Yes ❑ No	Did you work from a home office or use your car for business?	5-13
❑ Yes ❑ No	Did you sell or transfer any stock or sell rental or investment property?	6-7
❑ Yes ❑ No	Did you receive any income from an installment sale?	6-13
❑ Yes ❑ No	Do you own a business or an interest in a partnership, corporation, LLC, or other venture?	7-4
❑ Yes ❑ No	Have you paid alternative minimum tax (AMT) in previous years?	14-4
❑ Yes ❑ No	Did you have any investments become worthless in 2008?	8-6
❑ Yes ❑ No	Were you granted, or did you exercise, any employer stock options during 2008?	6-17
❑ Yes ❑ No	Did you pay anyone for domestic services in your home?	14-1
❑ Yes ❑ No	Did you engage in any farming activities?	5-23
❑ Yes ❑ No	Did you purchase a new energy-efficient car, truck, or van?	11-14
❑ Yes ❑ No	Did you make any new energy-efficient improvements to your home, such as new solar panels, solar water heat, wind turbines, geo-thermal heat pumps, etc.?	11-13
❑ Yes ❑ No	Are you involved in any bankruptcy, foreclosure, or repossession proceedings?	14-10
❑ Yes ❑ No	Are you a member of the military?	14-8
❑ Yes ❑ No	Were you a citizen of or live in a foreign country, or receive income from a foreign investment or bank account?	14-13
❑ Yes ❑ No	Would you like to allow your tax preparer or another person to discuss your return with the IRS? *Designee's name* *Phone number* ( ) *PIN (any five digits)*	3-11

State information ❑ Full-year resident ❑ Part-year resident ❑ Nonresident	
States of residence during 2008 and dates	
School district — Do you rent or own your home? ❑ Rent ❑ Own	

Itemized Deductions Worksheet

Deductions must generally exceed $5,450 single, $10,900 MFJ, $8,000 HOH, or $5,450 MFS to be a tax benefit. However, state and local real estate taxes and certain disaster losses may be deductible even if you do not have other itemized deductions.

Medical Expenses. Must exceed 7.5% of income to be a benefit—include cost for dependents—do not include any expenses that were reimbursed by insurance.

Dentists	$	Hospitals	$
Doctors	$	Insurance	$
Equipment	$	Prescriptions	$
Eyeglasses	$	Other	$

Medical miles: *Jan. 1 – June 30*____________ @ 19¢
*July 1 – Dec. 31*____________ @ 27¢

Taxes Paid. Do not include taxes paid for full or partial business or rental-use property, including business use of the home.

State withholding	*Reported on W-2*
State estimated taxes—paid in 2008	$
Real estate tax—residence	$
Real estate tax—other	$
Personal property taxes	$
Property tax refund—2008	$ ( )
Foreign tax paid	$
Other	$
Other	$
Balance paid in 2008 from prior year returns (do not include interest or penalties)	$

Did you keep receipts for sales tax paid during 2008? ❑ Yes ❑ No
Did you purchase a car, plane, boat, or home in 2008? ❑ Yes ❑ No
Sales tax paid $

Interest Paid. Do not include interest paid for full or partial business or rental-use property, including business use of the home. Provide Forms 1098 or lender information and ID numbers.

Main home	$	Equity loan	$
Second home	$	Equity loan	$
Points	$	Investment interest	$

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.

Cash	$
Noncash contributions (FMV). Clothing or household items must be in good used condition or better.	$
Did you transfer funds from an IRA directly to a charity? ❑ Yes ❑ No	$
Charitable mileage	
Were any charitable miles driven for Midwestern disaster relief? If so, how much?	

Casualty and Theft Losses

If you suffered any sudden, unexpected damage or loss of property, or a theft, provide details to your tax preparer. ❑ Yes ❑ No

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.
Were any expenses reimbursed by your employer? ❑ Yes ❑ No

Dues	$	Subscriptions	$
Investment expenses	$	Supplies	$
Job education	$	Tax prep fees	$
Job seeking	$	Tools	$
Legal fees	$	Uniforms	$
Licenses	$	Union dues	$
Safety equipment	$	Other	$

Other Miscellaneous Deductions. The following deductions are not subject to a 2% of income limit.

Gambling losses	$	Federal estate tax on IRD	$
Impairment-related expenses	$	Loss from 2(a), K-1, Form 1065B	$

Did you pay a mortgage insurance premium when you purchased your home? *Amount* $ *Date* / /

Other Deductions or Questions

Notes:
- Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.
- Work clothing is not deductible if adaptable for every day wear. Exception for safety equipment, such as steel-toe boots.
- Legal expenses are deductible only if related to producing or collecting taxable income.
- Expenses to enable physically or mentally impaired individuals to work are generally deductible.

Adjustments Worksheet

Educator expenses. Classroom expenses of teachers, counselors, and principals. Maximum $250 each ($500 joint).	$
Health savings account deduction (HSA).	$
Self-employed SEP, SIMPLE, and qualified plans. Some contributions for 2008 may be made in 2009.	$
Self-employed health insurance deduction. Sole proprietors, partners, and 2% S corporation shareholders if not eligible for employer coverage.	$
Penalty on early withdrawal of savings.	$
IRA deduction. For traditional IRAs. Roth IRAs are not deductible. Some contributions for 2008 may be made in 2009.	$
Student loan interest deduction. Paid for taxpayers and dependents. Income limits apply.	$
Tuition and fees deduction. Qualified tuition and fees if not claiming education credits. Income limits apply.	$
Moving expenses. Job-related move and at least 50 mile increase in commuting distance.	Ask preparer
Business expenses of reservists, performing artists, and fee-based government officials.	Ask preparer

Business Expenses Worksheet

Were you reimbursed for any expenses? ❑ Yes ❑ No If so, was the reimbursement reported on Form W-2 or 1099? ❑ Yes ❑ No

Auto Expenses. Complete the following information on any vehicle for which a deduction is claimed for business, rental, etc.

Year and model	*Total mileage for year*	*Commuting mileage*	*Business mileage 1/1/08 to 6/30/08*	*Business mileage 7/1/08 to 12/31/08*	*Date first used for business*	*Own or lease?*	*Interest paid on vehicle*	*Parking/ tolls*
1)							$	$
2)							$	$
3)							$	$
4)							$	$

If a vehicle listed above was purchased or sold during the year, provide the information below. Also provide information about sales of other vehicles for which business or rental deductions were taken in a prior year.

Year and model	*Purchased in 2008?*	*Date purchased*	*Cash paid*	*Value of trade-in*	*Sold in 2008?*	*Date sold*	*Sale price*
1)			$	$			$
2)			$	$			$
3)			$	$			$
4)			$	$			$

If actual expenses are being used instead of the standard mileage rate, complete the information below.

Fuel	*Maintenance*	*Repairs*	*Insurance*	*Car washes*	*License tabs*	*Parking/tolls*	*Other*
1)	$	$	$	$	$	$	$
2)	$	$	$	$	$	$	$
3)	$	$	$	$	$	$	$
4)	$	$	$	$	$	$	$

Was the vehicle used primarily by a more than 5% owner or related person? ❑ Yes ❑ No

Is there another vehicle available for personal use? ❑ Yes ❑ No

Was the vehicle available during off-duty hours? ❑ Yes ❑ No

Do you have evidence to support the deduction? ❑ Yes ❑ No

If "Yes," is the evidence written? ❑ Yes ❑ No

Travel, Lodging, and Meals. Expenses are generally deductible for business travel away from home overnight. Travel expenses are allowed only if the primary purpose of the trip is for business. A standard meal allowance is available based on the number of travel days and location, or actual expenses may be used.

Destination	*Dates*	*Airline or other travel costs*	*Local transportation*	*Number of days or actual meal expenses*	*Lodging*	*Other*
		$	$		$	
		$	$		$	
		$	$		$	
		$	$		$	

Business Use of the Home. Area of home must be exclusively used for business except for storage or day care. *Note:* Managing rental activities or investments does not qualify for business use of the home.

All Taxpayers		***For Day Care Only***	
A) Business use area		1) Hours used for day care	
B) Total area of home		2) Total hours in year	8,760 hrs.
C) A ÷ B = Business use percentage	%	3) 1 ÷ 2 = Business percentage	%

Enter below only the expenses paid during the period the home was used for business.

Direct expenses *benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.*

Indirect expenses *are for keeping up and running the entire home, such as mortgage interest and property taxes.*

If you bought or sold your home during 2008, copy this worksheet and fill out for each home.

	Direct	*Indirect*		*Direct*	*Indirect*
Mortgage interest	$	$	Repairs and maintenance	$	$
Property taxes	$	$	Utilities	$	$
Insurance	$	$	Other	$	$

Depreciation of the Home

Lower of cost or fair market value of home	$	Improvements?	❑ Yes ❑ No
Value of land	$	Casualty losses in 2008?	❑ Yes ❑ No
Depreciable basis of home	$	Use as an employee?	❑ Yes ❑ No

Sole Proprietor Worksheet

Copy and use separate worksheets if more than one business

Name of sole proprietor

Business name (if different)

Business address (if different)

Principal business activity

Accounting method ❑ Cash ❑ Accrual ❑ Other (specify)

Did you materially participate in this business? ❑ Yes ❑ No

Was the business started in 2008? ❑ Yes ❑ No

Do you have inventory? ❑ Yes ❑ No

Employer identification number (EIN) if any

Income	$
Returns and allowances	$ ( )
Cost of goods sold — inventory costs	
Inventory at beginning of year	$
Purchases (less cost of items withdrawn for personal use)	$
Cost of labor (do not include any amounts paid to yourself)	$
Materials and supplies	$
Other costs	$
Inventory at end of year	$ ( )
Other	
Did you or your spouse pay for your own health insurance?	❑ Yes ❑ No
Did you make, or do you plan to make, any contributions to a self-employed retirement plan?	❑ Yes ❑ No
Did you pay any individual $600 or more for contract labor?	❑ Yes ❑ No
Did you pay any family members for services?	❑ Yes ❑ No
Did you use an area of your home exclusively for business, or did you use an area of your home for storage?	❑ Yes ❑ No
Was the primary purpose of your business activity to realize a profit?	❑ Yes ❑ No
Has your business reported any losses in prior years?	❑ Yes ❑ No
Did you manufacture items for resale?	❑ Yes ❑ No

Expenses	
Advertising	$
Commissions and fees	$
Contract labor	$
Employee benefit programs	$
Insurance (other than health)	$
Interest	
Mortgage	$
Other	$
Legal and professional fees	$
Office expense	$
Pension and profit-sharing plans	$
Rent or lease	
Vehicles, machinery, and equipment	$
Other business property	$
Repairs and maintenance	$
Supplies (not included in inventory costs)	$
Taxes and licenses	$
Utilities	$
Wages	$
Other	$
Auto expenses?	❑ Yes ❑ No
Travel, lodging, or meals?	❑ Yes ❑ No
Business use of the home?	❑ Yes ❑ No

Equipment Purchases. Enter the following information for depreciable assets purchased that have a useful life greater than one year.

Asset	*Date purchased*	*Cost*	*Date placed in service*	*New or used?*
		$		
		$		
		$		
		$		
		$		
		$		

Equipment Sold During Year

Asset	*Date out of service*	*Date sold*	*Selling price*	*Trade-in?*
			$	
			$	
			$	
			$	
			$	
			$	

Rental Worksheet

Indicate type of rental as "residential" or "nonresidential."

	Property A	*Property B*	*Property C*
	Type and location of property:	Type and location of property:	Type and location of property:
	Any personal use? ❑ Yes ❑ No	Any personal use? ❑ Yes ❑ No	Any personal use? ❑ Yes ❑ No
Date placed in service			
Rents received	$	$	$
Expenses			
Advertising	$	$	$
Cleaning and maintenance	$	$	$
Commissions	$	$	$
Insurance	$	$	$
Legal and professional fees	$	$	$
Management fees	$	$	$
Mortgage interest paid to banks	$	$	$
Other interest	$	$	$
Repairs	$	$	$
Supplies	$	$	$
Taxes	$	$	$
Utilities	$	$	$
Other (list)	$	$	$

Property Information

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service before 2008.

Property Purchased. Treat the cost of improvements made to real property as the purchase of a new asset.

Asset	*Date purchased*	*Cost*	*Date placed in service*
		$	
		$	
		$	

Property Sold or Taken Out of Service

Asset	*Date sold or taken out of service*	*Selling price*	*Trade in?*
		$	
		$	
		$	

Estimated Tax Payments — Tax Year 2008

Installment	*Date paid*	*Federal*	*Date paid*	*State*
First		$		$
Second		$		$
Third		$		$
Fourth		$		$
Amount applied from 2007 refund?		$		$
Total		$		$

Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

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

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), Schedules K-1 form partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- ❑ If you are a new client, provide copies of last year's tax returns.
- ❑ The completed Individual Income Tax Organizer. *Note:* If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions — All Taxpayers."
- ❑ 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.

Tax Return Preparation

We 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.

Contact Us

There are many events that 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, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions
- Significant change in income or deductions
- Job change
- Marriage
- Attainment of age 59½ or 70½
- Sale or purchase of a business
- Sale or purchase of a residence or other real estate
- Retirement
- Notice from IRS or other revenue department
- Divorce or separation
- Self-employment
- Charitable contributions of property in excess of $5,000