Howland Tax Services *International*

2015 Personal Tax Organizer (United States)

Personal Information

You	**Your Spouse**
Name (include initial)	Name (include initial)
Social Security Number	Social Security Number
Birth Date	Birth Date
Preferred Filing Status: ☐ Single ☐ Married Filing Jointly	☐ Head of Household (with Qualifying Person) ☐ Married Filing Separately ☐ Qualifying Widow(er) with Dependent Child
Address	Address (if different)
Zip Code	Zip Code
Phone	Phone
Email	Email
Occupation	Occupation
Filing Category (You): ☐ United States Citizen ☐ Green Card Holder ☐ Resident Alien ☐ Non-Resident Alien ☐ Live in Canada, Work in U.S. (Commuter)	Filing Category (Your Spouse): ☐ United States Citizen ☐ Green Card Holder ☐ Resident Alien ☐ Non-Resident Alien ☐ Live in Canada, Work in U.S. (Commuter)

United States Visa type and date issued (if applicable): ______________________________

Canadian Visa type and date issued (if applicable): ______________________________

Non-Resident Aliens – days present in U.S. during… 2015: ______ 2014: ______ 2013: ______

Your Dependants	**1**	**2**	**3**
Name			
Birth Date			
Relationship			
Social Security # or ITIN			
Income (Type and Amount)			
Months Lived With You			
U.S. Citizen/Resident Alien?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Did your marital status change during the year? ☐ Yes ☐ No

If yes, indicate change and date of change: ______________________________

Did you live apart from your spouse for the entire year? ☐ Yes ☐ No

Does your spouse itemize deductions on a separate return? ☐ Yes ☐ No

Do you want $3 to go into the Presidential Election Campaign Fund? ☐ Yes ☐ No

Were you or your spouse enrolled as a full-time student during 2015? ☐ Yes ☐ No

Did you pay any educational tuition or fees for yourself or a dependent? ☐ Yes ☐ No

Were you or your spouse permanently disabled at any time during 2015? ☐ Yes ☐ No

Were you or your spouse legally blind at any time during 2015? ☐ Yes ☐ No

Did you pay childcare expenses? ☐ Yes ☐ No

If yes, indicate names, addresses and tax ID numbers (SSN or EIN) of childcare providers, or provide receipts:

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Health Care Coverage

Did you have qualifying health coverage for all of 2015? ☐ Yes ☐ No

If you had qualifying health coverage for part of the year, indicate the months you had coverage:

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

Were you eligible for an exemption from coverage for all of 2015? ☐ Yes ☐ No

If you were eligible for an exemption from coverage for part of the year, indicate the months eligible:

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

Was an advance Premium Tax Credit paid to your insurer to lower monthly premiums?

☐ Yes ☐ No

Documents needed to prepare your return(s):

- ☐ New clients – complete copies of the last tax returns filed
- ☐ Copies of income tax forms received, including W-2, 1042-S, 1095-A, 1095-B, 1095-C, 1098, 1098-C, 1098-T, 1099-B, 1099-C, 1099-DIV, 1099-G, 1099-INT, 1099-K, 1099-MISC, 1099-OID, 1099-Q, 1099-QA, 1099-R, 1099-SA, RRB-1099-R, SSA-1099, SSA-1042-S, Schedule K-1, etc.
- ☐ Documentation of alimony, gambling winnings, prizes or awards, scholarships and fellowships, jury duty, etc.
- ☐ Homeowners – statements showing mortgage interest and qualified mortgage insurance payments (e.g. Form 1098), sale of home or other property (e.g. Form 1099-S), real estate taxes paid
- ☐ Receipts for rent paid, if your state return permits a rental tax credit and you qualify
- ☐ Receipts for moving expenses, if your move meets the Distance and Time Tests
- ☐ Documentation of cash gifts, if you gave more than $14,000 to any one person during the year
- ☐ Receipts for student loan interest paid
- ☐ Documentation of qualified educational expenses (e.g. Form 1098-T)
- ☐ Receipts for auto personal property tax paid
- ☐ Charitable donations – provide bank record, cancelled check or receipt for all amounts
- ☐ Documentation of un-reimbursed job expenses (i.e. travel, uniforms, union dues, subscriptions, job hunting)
- ☐ Investment expense receipts (i.e. interest expense, investment counsel fees, management fees)
- ☐ Childcare expense receipts
- ☐ Alimony paid – provide documentation
- ☐ Receipts for tax return preparation fees
- ☐ Receipts for medical/dental expenses and reimbursements from health coverage plans
- ☐ Casualty/theft losses – provide documentation
- ☐ Estimated tax payments made for 2015 – provide documentation
- ☐ IRS or State correspondence and assessment notices, if received
- ☐ Receipts for IRA, Keogh, and other retirement plan contributions
- ☐ Income and expenses from rental properties or businesses: receipts are generally not required if spreadsheets are provided or you fill out one of our checklists
- ☐ Foreign Tax Credit: if you paid tax to a foreign country for income earned outside the United States, provide details and a copy of the foreign tax return
- ☐ The above is not a complete list. List any other income or expense amounts:

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Refunds

If you receive a refund on your 2015 income tax return, do you want to apply that refund to your 2016 tax?

☐ Yes ☐ No

Do you want your refund to be direct deposited into your bank accounts? ☐ Yes ☐ No

If yes, provide information for up to three accounts (banks must be located in the U.S.):

Bank Routings: ______________________ ______________________ ______________________

Account Numbers: ______________________ ______________________ ______________________

Do you want to use a portion of your refund to buy Series I U.S. Savings Bonds?

☐ Yes ☐ No

If yes, please indicate preferred amount invested in bonds (must be divisible by 50), and indicate bank routing and account number for deposit of remaining refund:

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Foreign Accounts and Investments

Did you have more than $10,000 in foreign (non-U.S.) bank or financial accounts at any time during 2015 (including Canadian RRSPs, RRIFs, RESPs, or TFSAs)?

☐ Yes ☐ No

If yes, FinCEN Report 114 *Report of Foreign Bank and Financial Accounts* should be filed by June 30, 2016 using the BSA E-Filing system. If you would like us to complete and file the form for you, please provide name and addresses of financial institutions, account numbers and types, and maximum values of each account during 2015:

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If you had foreign (non-U.S.) financial assets in 2015, you may also be required to file Form 8938 *Statement of Specified Foreign Financial Assets* or Form 8621 *Information Return by a Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund* with your income tax return(s).