

Howland Tax Services *International*



2016 Personal Tax Organizer (United States)

Personal Information

| You | Your Spouse |
|--|--|
| Name (include initial) | Name (include initial) |
| SSN or ITIN | SSN or ITIN |
| Date of Birth | Date of Birth |
| Preferred Filing Status: <input type="checkbox"/> Single <input type="checkbox"/> Married Filing Jointly | <input type="checkbox"/> Head of Household (with Qualifying Person) <input type="checkbox"/> Married Filing Separately <input type="checkbox"/> Qualifying Widow(er) with Dependent Child |
| Address | Address (if different) |
| | |
| Zip Code | Zip Code |
| Phone | Phone |
| Email | Email |
| Occupation | Occupation |
| Filing Category (You): <input type="checkbox"/> United States Citizen <input type="checkbox"/> Green Card Holder <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Live in Canada, Work in U.S. (Commuter) | Filing Category (Your Spouse): <input type="checkbox"/> United States Citizen <input type="checkbox"/> Green Card Holder <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> 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... 2016: _____ 2015: _____ 2014: _____

| Your Dependants | 1 | 2 | 3 |
|------------------------------|--|--|--|
| Name | | | |
| Date of Birth | | | |
| Relationship | | | |
| SSN or ITIN | | | |
| Income (Type and Amount) | | | |
| Months Lived With You | | | |
| U.S. Citizen/Resident Alien? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> 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 2016? 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 2016? Yes No

Were you or your spouse legally blind at any time during 2016? Yes No

Did you pay childcare expenses? Yes No

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

Health Care Coverage

Did everyone in your tax household have qualifying health coverage for all of 2016?

Yes No

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

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

What kind of health coverage did you have?

Employer Government-Sponsored Marketplace Private Exchange (Individual Insurance Company)

Were you eligible for an exemption from coverage during 2016? 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

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.
- Eligible educators – qualified expenses paid (e.g. classroom materials, professional development courses)
- 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 2016 – 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:

Refunds

If you receive a refund on your 2016 income tax return, do you want to apply that refund to your 2017 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:

Foreign Accounts and Investments

Did you have more than \$10,000 in foreign (non-U.S.) bank or financial accounts at any time during 2016 (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, 2017 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 2016:

If you had foreign (non-U.S.) financial assets in 2016, 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).