



Accounting & Tax Services, Inc.

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2020 Client Tax Organizer (CTO)

Personal Information

Taxpayer				SSN
First	M.I.	Last	Email	IP PIN
Occupation		Date of birth	Are you new to our firm? Yes No	
Address		City	State	Zip
County		Home phone	Work or cell	
Visa Status	Driver's License No.	State	Issue Date	Exp. Date

Spouse				SSN
First	M.I.	Last	Email	IP PIN
Occupation		Date of birth	Are you new to our firm? Yes No	
Address <small>(if different from Taxpayer)</small>		City	State	Zip
County		Home phone	Work or cell	
Driver's License	No.	State	Issue Date	Exp. Date

Marital status at 12/31/2020: Single Married Separated HOH Widow(er), Date of Spouse's Death

Were you divorced or separated during the year? Yes No

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

Names of dependent children			SSN/ITIN #	Date of birth	Months lived in home in 2020	Relationship to taxpayer	Daycare Expenses	College student
<i>Child's full name as on SSN/ITIN Card</i>								
First	M.I.	Last						
First	M.I.	Last						

Other dependents or people who lived with you

Names of other dependent			SSN/ITIN #	Date of birth	Months lived in home in 2020	Relationship to taxpayer	Income
<i>Child's full name as on SSN/ITIN Card</i>							
First	M.I.	Last					
First	M.I.	Last					

Bank information: Use for		Direct deposit of refund	Direct debit of balance due	Name of bank
Checking	Savings	Routing transit number		Account number

Questions — All Taxpayers

(Provide related statements or other documentation.)

“You” refers to both taxpayer and spouse

	Yes	No	Did you receive an Economic Impact (Stimulus) Payment from IRS?	How much \$
	Yes	No	Did you receive Unemployment compensation? If yes, provide 1099-G	
	Yes	No	Did you have health savings account (HSA) during the year? If yes, provide 1099-SA	
	Yes	No	Did you have health insurance for you, spouse, and all dependents for the entire year? If yes, provide 1095-B or 1095-C	
	Yes	No	Did you purchase health insurance through a public exchange? If yes, provide 1095-A	
	Yes	No	Did you pay any medical expenses during the year?	Total Paid \$
	Yes	No	Did you purchase a new energy-efficient car, truck, or van? If yes, provide purchase invoice	
	Yes	No	Did you have Educator expense i.e. Classroom expenses of teachers, counselors, and principals? Maximum \$250 each.	
	Yes	No	Are you involved in bankruptcy, foreclosure, or had any debt (including credit cards) cancelled? If yes, provide 1099-C	
	Yes	No	Did you make any Charitable Contributions?	
			Cash/Check/Credit Card	
			Noncash contributions (FMV). Clothing or household items must be in good used condition or better	
	Yes	No	Were you a citizen of or lived in a foreign country?	
	Yes	No	Did you receive foreign bank interest/foreign tax paid?	Foreign Interest \$ Foreign tax paid \$
Yes	No	Did you receive foreign dividend/foreign tax paid?	Foreign Dividend \$ Foreign tax paid \$	
Yes	No	Do you have financial interest in a foreign bank or financial account? If yes, provide FATCA/FBAR sheet if applicable		
CHILDREN & EDUCATION	Yes	No	Were any children born or adopted in 2020? If yes, provide birth certificate and SSN Card	
	Yes	No	Were any children attending college? If yes, provide 1098-T	Year in college
	Yes	No	Were any children received student loan interest? If yes, provide 1098-E	
	Yes	No	Did you attend college for further education? If yes, provide 1098-T	
	Yes	No	Did you pay for child or dependent care so you could work or go to school? (add statement if needed)	
			Name of provider	EIN or SSN
			Address	Amount paid \$
Yes	No	Do you have any children who earned more than \$2,200 of investment income?		
Yes	No	Did you make any contributions to a 529 plan in 2020? If yes, provide statement	Amount Paid \$	
BUSINESS & INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2020?	Traditional IRA Roth IRA
	Yes	No	Did you make contribution to Self-employed SEP, SIMPLE, and qualified plans?	
	Yes	No	Did you roll over any amounts from a retirement account in 2020? If yes, provide 1099-R	
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?	
	Yes	No	Did you have any investments become worthless or were you a victim of investment theft in 2020?	
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2020?	
	Yes	No	Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	
	Yes	No	Did you pay sales taxes on a major purchase in 2020, such as a vehicle, boat, or home?	
	Yes	No	Did you receive Paycheck Protection Program (PPP) Loan?	How much \$
	Yes	No	Did you receive income from a sharing/gig economy activity (e.g. Airbnb, Uber, etc.) If yes, provide details	
	Yes	No	Do you an interest in a partnership or other venture? If yes, provide Schedule K-1	
Yes	No	Do you own a business which is a partnership, corporation, LLC? If yes, provide Business Income & Expenses worksheet		
HOME	Yes	No	Did you own Rental real estate property? If yes, provide Rental property worksheet	
	Yes	No	Did you own a main home during the year? If yes, provide 1098	
	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement/Form 1099-S	
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.	
	Yes	No	Did you refinance a mortgage or take a home equity loan? If yes, provide closing statement	
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?	
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.	

Income Worksheet

Provide to your preparer all Forms W-2, 1099-R, 1099-INT, 1099-DIV, 1099-B, 1099-NEC, 1099-MISC and other income reporting statements. Do not list dollar amounts for the following forms. Your preparer will report the appropriate amounts.

Indicate "T" for taxpayer, "S" for spouse, "J" for joint

Provide additional statements if more room is needed

Forms W-2 – Wage and Tax Statement

T/S	Employer name	T/S	Employer name
	1)		4)
	2)		5)
	3)		6)

Forms 1099-R – Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, Etc.

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-INT – Interest Income

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-DIV – Dividends and Distributions

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-B – Proceeds From Broker and Barter Exchange Transactions

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-NEC – Nonemployee Compensation

T/S	Name of Payer	
	1)	3)
	2)	4)

Forms 1099-Misc – Miscellaneous Information

T/S	Name of Payer	
	1)	3)
	2)	4)

Forms 1099-S – Proceeds From Real Estate Transactions

T/S/J	Description of property	Purchase date	Cost/basis	Sale date	Sale price
	1)		\$		\$
	2)		\$		\$

Resident State information during 2020

Address		Date from	Date to
County	School district	Total Rent paid \$	
Address		Date from	Date to
County	School district	Total Rent paid \$	

Other Income

Gambling Winning – provide W-2G	
State tax refund – provide 1099-G	
Social Security (taxpayer/spouse) – provide SSA-1099	
Unreported tips	
Jury Duty	
Other Income -	

Notes:

- When stock is sold, you will usually receive Form 1099-B, *Proceeds From Broker and Barter Exchange Transactions*, reporting the proceeds from the sale. However, your statement will not always provide the cost/basis information necessary to compute gain or loss. If the statement does not contain the cost/basis information, you must provide it. You may need to contact your broker for questions about cost/basis and purchase dates of your stock accounts.
- Often, “transfers” of stock or mutual funds within a brokerage account are actually sales of one type of stock and purchase of another. Even if you did not receive any cash from the transaction, you may have taxable gain or loss.
- If your stock dividends are automatically reinvested, the dividends will be taxable even though you did not receive any cash. The transaction is treated as if you had received cash and purchased additional stock. When the stock is sold, the amount reinvested over the years is taken into account. You may need to contact your broker for questions about the amount of reinvested dividends.
- If you sold property other than stock, your taxable gain or loss will be determined by your cost/basis. The cost/basis is usually the original purchase price plus improvements (the cost of repairs and maintenance are not taken into account for cost/basis).
- If over \$250 cash charitable contributions and if over \$500 in noncash charitable contributions, provide details of contributions. Rules require that the taxpayer retain documentation for all contributions.
- Student loan interest deduction. Paid for taxpayers and dependents. Income limits apply.

Other Deductions or Questions

Estimated Tax Payments — Tax Year 2020

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$

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 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- Form 1095-A (for health insurance purchased through a public exchange), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage).
- If you are a new client, provide copies of last year’s tax returns.
- The completed Client Tax Organizer (CTO). *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.
- Detail of estimated tax payments made, if any.
- Small business worksheet or rental real estate worksheet, if applicable.
- Copy of all acknowledgement letters received from charitable organizations for contributions made over \$250 in 2020.
- Detail of the Paychecks Protection Plan (PPP) Loan amount
- All forms and/or supporting documents as indicated throughout the CTO, which are applicable to you.

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.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- \$100.00 non-refundable deposit is required with submission of the documents. This will be adjusted with total tax preparation fees.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.

Taxpayer

Spouse

Date

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.
