

GENERIC PERSONAL TAX ORGANIZER

We start work on your return once we have ALL the information. Our goal is a 7 to 10 day turn-around.

**GIVEN THE ONGOING PANDEMIC, WE HAVE MADE THE DIFFICULT DECISION TO SOCIAL DISTANCE
ONCE AGAIN THIS TAX SEASON.**

REVIEWS WILL BE VIA ZOOM OR TELEPHONE CALL.

DOCUMENTS CAN BE SENT TO US AS FOLLOWS:

Once you have completed the Organizer, you can:

- (1) You can mail it to us at Logie CPA PC, 724 Main St, Unit F, Hyannis MA 02601
- (2) You can fax to us PROVIDED LESS THAN 20 PAGES at 508.771.0411, and finally
- (3) You can SCAN and send to us via the SecureLink on our website at www.LogieCPA.com

PLEASE DO NOT COME TO OUR OFFICE!

We will settle your fees upon completion of your return and prior to a scheduled ZOOM review. Accordingly, please complete the following:

As a reminder. payment is required in FULL before we release your returns. Our fees can be settled in one of two ways:

You hereby authorize to bill the following credit/debit card:

Card Number	<input type="text"/>
Expiration / Billing Zip	<input type="text"/>
Sign & Date:	<input type="text"/>

You hereby authorize to draft your checking account

Bank Name	<input type="text"/>
Account Name	<input type="text"/>
Your telephone # on acct w/bank	<input type="text"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Sign & Date:	<input type="text"/>

Who are you?

Filing Status ☐ S ☐ MFJ ☐ MFS ☐ HH ☐ Qual W ☐ Don't have a clue ☐

TAXPAYER

First Last Date of Birth¹ Social Security Number¹ Occupation

SPOUSE

First Last, if different Date of Birth¹ Social Security Number¹ Occupation

eMail Best Telephone Alt. Telephone

¹ Not necessary if we prepared your tax return last year.

Mailing Address City State ZIP

Do you support anyone?

First	Last, if different to taxpayer	Date of Birth ¹	Social Security ¹	Type ²	DayCare Cost ³	Files 1040?

¹ Not necessary if we prepared your tax return last year. ² S=Son, D=Daughter, P=Parent.

³ Be sure to provide us Day Care Information including EIN

Income

Type of Income	Forms to Attach	# Included		Comments
Wages / Salaries	W2		F	
Pension / IRA	1099R		F	
Social Security	SSA1099		F	
Interest Income	1099 INT		F	
Dividend Income	1099 DIV		F	
Trust/Bus Income	K1		F	
Investments	1099B		F	
Real Estate Sales	1099S		F	
Gambling	W2G		F	CAN YOU PROVE LOSSES UP TO THIS AMOUNT- Y/N?

F - MEANS INCLUDE ALL PAGES OF ALL DOCUMENTS PLEASE

NO F MEANS **PLEASE DO NOT INCLUDE DOCUMENTS TO SUPPORT** _ KEEP FOR YOUR RECORDS

Deductions

Do you want to itemize deductions

☐ Y

☐ N

Medical Ins Premiums paid with after tax \$	<input type="text"/>
Dental Ins Premiums paid with after tax \$	<input type="text"/>
Medicare Supplement	<input type="text"/>
Medicare Prems deducted from SSI pymts	No worries. We got it!
Paid to Dentists	<input type="text"/>
Paid to Doctors	<input type="text"/>
Paid to Emergency Rooms	<input type="text"/>
RX payments	<input type="text"/>
Therapy	<input type="text"/>
Durable Medical Equipment	<input type="text"/>
Hearing Aids	<input type="text"/>
Glasses	<input type="text"/>
Other _____	<input type="text"/>
TOTAL	\$ <input type="text"/>
Medical miles	<input type="text"/>

RE Taxes (Primary)	<input type="text"/>	
RE Taxes (Other homes)	<input type="text"/>	
RE Taxes (land)	<input type="text"/>	
Personal Property Tax	<input type="text"/>	
State Sales Taxes	<input type="text"/>	We got it! Unless you bought a Yacht?
Mortgage Interest	<input type="text"/>	F
PMI	<input type="text"/>	F
Equity Line Interest **ONLY IF used to improve Home	<input type="text"/>	F
Cash donations	<input type="text"/>	
Non Cash donations	<input type="text"/>	

Child Care expenses detail: F

Name of Provider: EIN: \$ paid

College Detail ATTACH FM 1099T F

Name of College: Student:
EIN: \$ paid

HSA Fm8889 F

\$ Contributed \$ Used \$ used for medical

Alimony paid Divorce Date

IRA CONTRIBUTION?? ROTH IRA CONTRIBUTION?

F - MEANS INCLUDED FORM ALL PAGES OF ALL DOCUMENTS PLEASE

NO F MEANS PLEASE DO NOT INCLUDE DOCUMENTS TO SUPPORT _ KEEP FOR YOUR RECORDS

Profit and loss from your business



Get QB - IGNORE & sent us a PORTABLE file¹ instead!

Business Name		Industry	T	S
Mailing Address		City	State	ZIP

Y	N	Are the amounts listed on a cash basis?
Y	N	Did you start this business this year?
Y	N	Did you MAKE payments that would require a FM 1099
Y	N	If YES, did you issue FM 1099
Y	N	Did you buy ANY Fixed Assets (car, furniture equipment)
Y	N	Did you SELL any Fixed Assets (car, furniture equipment)
Y	N	Did you pay part of employees medical ins premuims?

Gross Receipts	
Less: Returns / Refunds	
NET SALES	A

Inventory @ beginning of yr	
+ Purchases	
+ Labor	
+ Other supplies	
- Inventory @ year end	
COST OF SALES	A - B

GROSS PROFIT	
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Overhead Expenses		HINT: PTO	C
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NET PROFIT	A-B-C
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OTHER IMPORTANT THINGS TO ADDRESS

If you want to deduct expenses paid to contractors YOU MUST issue a FM 1099. This is a HOT button. You must issue a 1099 to ANYONE that is NOT incorporated (LLC very often DOES NOT meet this definition) and you PAID them > \$600 during the year. This INCLUDES rent payments.

The deadline is Jan 31. We will need the following information with which to prepare 1099's:

Full Name
Mailing Address
Social Security Number
Amount Paid (SPECIFY IF RENTS)

Yes, you can fax it to us. Our fax number is 508.771.0411.

EQUIPMENT PURCHASED

BOUGHT: Description	Cost	New?

SOLD: Description	Proceeds

For REAL ESTATE and VEHICLES attached the paperwork. You know where by now, right?

Social Sec #	\$ YOU paid	S/F



S=Single Coverage F=Family Coverage




Overhead expenses

QB - IGNORE & sent us a PORTABLE file¹ instead!

This is ONLY a guide of the most COMMON expenses. Your list may be different. Be sure to look at this list to make sure you have not forgotten something on your list:

Accounting		Company contributions to 401K etc	
Bookkeeping		Permits / Fees	
Advertising		State taxes	
Marketing		Postage	
Car Expenses - Gas	 HINT: PTO	Printing	
Car Expenses - Interest		Rent	
Car Expenses - Repairs		Repairs / Maintenance	
Car Expenses - Loan Payments	NOT DEDUCT	Salaries - Owner (W2)	
Bad Debts (ONLY if included in Gross Receipts)		Draw - Owner	
Bank Charges		Salaries - Office	
Credit Card Merchant Fees		Salaries - Other Management	
Cleaning / Janitorial		Salaries - Not included elsewhere	
Commissions		Security systems	
Credit and Collection costs		Supplies	
Delivery and Freight		LLC or Inc Annual Report	
Discounts		Property Taxes	
Dues and subscriptions		Payroll Taxes	
Employee Medical Insurance (your share)		Other taxes (not federal income taxes)	
Employee Retirement Cont. (your share)		Licences	
Equipment leases		Telephone - landlines	
Equipment Rentals		Telephone - cell phones	
Auto leases		Internet	
Gifts		Cable TV (used for business)	
Insurance - General		Tools	
Insurance - Workmans Comp		Travel	
Insurance - Health OWNER		Uniforms	
Insurance - Liability		Utilities	
Insurance - PP&C		Home Office	 HINT: PTO
Insurance - Auto		Other - list.....	
Interest Paid on loans			
Interest Paid on BUSINESS credit cards or used for business			
Laundry			
Meals and Entertainment			
Misc			
Office supplies			
Consultants			
Parking and tolls		Total to C on previous page	\$

 **Attach the forms.** The IRS knows this stuff. Be sure to attach ALL W2's and Form W3 so we can check your work



Other business deductions

QB does NOT work here! Please complete the worksheets

Mileage may be a better deduction for certain small business. In order to calculate PLEASE complete: 

Description:

Description:

Date placed in service:

Date placed in service:

Another vehicle avail. for use Y N


Another vehicle avail. for use Y N

Business miles

Business miles

Pers. Miles

Pers. Miles

You MAY be eligible for a home office deduction 

Do you have a DEDICATED room in your house for business Y N

Mortgage Int - Home **No worries. We got it!**

Do you have an outside office in addition to this room? Y N

RE taxes - Home **No worries. We got it!**

Sq Ft Home Office

Repair - Home

Sq Ft Home

Utilities - Home



Other costs - Home

Rent

PLEASE ADVISE IF YOU TOOK A PPP LOAN - THE AMOUNT / BANK / LOAN NUMBER AND DATE AND IF YOU WISH US TO PREPARE PAPERWORK FOR FORGIVNESS

Anything else we should know about your business?

Real Estate Rentals

- Y N Is someone in your household a real estate professional
e.g. Builder, Realtor etc
- Y N Did you MAKE payments that would require a FM 1099
- Y N If YES, did you issue FM 1099 
- Y N Did you buy a property this year. Attach the HUD 

If you want to deduct these expenses YOU MUST issue a FM 1099.

This is a HOT button. You must issue a 1099 to ANYONE that is NOT incorporated (LLC very often DOES NOT meet this definition) and you PAID them > \$600 during the year. This INCLUDES rent payments.

The deadline to IRS is Feb 28. We will need the following information with which to prepare 1099's:

Full Name, Mailing Address, Social Security Number, Amount Paid

Yes, you can fax it to us. Our fax number is 508.771.0411.

	Property A	Property B	Property C
Description (Address/Name)			
Property Zip			
Number of days rented			
Is this residential property [Y/N]			
Is this a Vacation Home [Y/N]			
---- if YES, number of days rented			
Rental Income	\$	\$	\$
Advertising			
Auto & travel			
Cleaning			
Commissions			
Insurance			
Legal and professional			
Management Fees			
Interest on mortgage			
Repairs			
Supplies			
Taxes			
Utilities			
Septic pump			
Assoc Dues			
Other - list			
Depreciation	No worries. We got it!		
Total Expenses	\$	\$	\$

List any improvements not include above
