

## TAX PLANNER

#### PERSONAL INFORMATION Taxpayer's Name DBA EIN Address Date of Birth Social Security # email Phone Spouse's Name DBA EIN Social Security #

Date of Birth

Phone

#### **DEPENDANT INFOMATION**

email

Name	Social Security #	Date of Birth	Relationship
7.2			

#### **GENERAL LEDGER**

Check#	Description	Account	Amount	Balance
			$\hat{\rho}$	
			401	

#### **W2 INCOME**

Issued to:	Business Name	Social Security #/EIN	Amount
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		PAPA CA	

#### **RENTAL PROPERTY INCOME**

Property Description	Rent Collected	Time Period	
72			
	KKK		

#### **RENTAL PROPERTY EXPENSES**

Property Description	Date of Purchase	Depreciation	Repairs	Property Taxes
			2(1)	
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#### **RETIREMENT INCOME**

Issued to	Туре	Amount	Federal Withholding
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#### **UNEMPLOYMENT INCOME**

Issued to	Amount	Federal Withholding
	PARAGA	

#### **GAMBLING INCOME**

Issued to	Location	Winnings	Losses	Federal Withholding	
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#### MEDICAL INCOME

Issued to	Amount (deposited/reimbursed)	Federal Withholding
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#### **VEHICLE TRACKER**

PAPAS	

#### **IRA CONTRIBUTIONS**

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		<b>400</b>	
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#### **SAVINGS & INVESTMENTS**

Account Holder	Company Name	EIN	Dividend	Interest	Property/Stock Sales
3					9

Issued to	School Name	EIN	Tuition Amount	Awards
		KKI		

#### **STUDENT LOAN INTEREST**

Issued to	Loan Provider	EIN	Interest
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#### **EDUCATION EXPENSES**

Student's Name	Amount	Student's Name	Amount
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#### **MEDICAL EXPENSES**

Patient's Name	Amount	Mileage
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#### **VEHICLE TRACKER**

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#### **BUSINESS INCOME**

Issued to	Business Name	EIN/Social Security #	Amount
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#### **BUSINESS EXPENSES**

	Amount		Amount
Advertising		Showers	
Accounting/Office Fees		Supplies	
Clothing		Fuel	
Meals		Travel	
Cellphone/Accessories		Utilities	
Insurance		Cost of Goods	
Subscriptions		CDL/Medical Card	
Permits, Licenses/Registration & 2290		Drug Screenings	
Repairs		Parking Fees	
Tolls		Laundry	
Vehicle Wash		Oversize Escorts	
Days Worked			

#### **ESTIMATED TAX**

	Date of Payment	Amount
1st Quarter		
2nd Quarter		
3rd Quarter		
4th Quarter		

#### **SALES TAX**

	Amount		Amount
January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

#### **PAYROLL RECORD**

			TOTALS	FOR YEAR BY QUAR	TERS		
20	REGULAR TIME	OVER TIME	TOTAL EARNINGS	SOC.SEC. FICA	WITHHOLDING TAX	TOTAL DEDUCTIONS	NET AMOUNT PAID
1ST QTR							
2ND QTR							
3RD QTR							
4TH QTR							
TOTALS							
<u> </u>							<u> </u>

NAME	
SOCIAL SECURITY NUMBER	
ADDRESS	
CITY,STATE,ZIP	
EXEMPTIONS CLAIMED	

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1ST QUARTER								
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	DATE PAID	REGULAR TIME	OVERTIME	TOTAL EARNINGS	SOCIAL SECURITY FICA	WITHHOLDING TAX	TOTAL DEDUCTIONS	NET AMOUNT PAID
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3RD QUARTER								
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SOCIAL SECURITY FICA

OVERTIME

WITHHOLDING TAX TOTAL DEDUCTIONS

	DATE PAID	REGULAR TIME	OVERTIME	TOTAL EARNINGS	SOCIAL SECURITY FICA	WITHHOLDING TAX	TOTAL DEDUCTIONS	AMOUNT PAID
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	DATE	REGULAR	OVERTIME		SOCIAL SECURITY FICA	WITHHOLDING	TOTAL DEDUCTIONS	NET AMOUNT PAID

#### **VEHICLE TRACKER**

Vehicle ID	Mileage	Repairs
	J PA PA SA	

#### **MAINTAINENCE LOG**

Date	Truck #	Mileage

Repairs	Costs
	25/

#### **EQUIPMENT PURCHASE**

EQUIPMENT PURCHASE			
Equipment ID	Date Purchased	Costs	
	<u> </u>	1	

#### **LICENSE RENEWALS**

Vehicle	License/Permit	Expiration Date

#### **PROPERTY TAXES**

Property ID	Amount

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Loan ID	Interest Paid

# Tax Prep Checklist

#### PERSONAL INFORMATION

- Your Social Security number or tax ID number
- Your spouse's full name and social security number or tax ID number

#### INFORMATION FOR OTHERS ON YOUR RETURN

- Date of Birth and social security numbers or tax ID numbers
- Childcare records (including provider's tax ID number) if applicable

#### INCOME

- W2 forms
- Rental Property Income
  - Records of income and expenses for rental(s)
  - Rental asset information including cost, date placed in service, etc. for depreciation
- Retirement Income
  - Pension (1099-R)
  - Social Security (1099-SSA)
- Unemployment
- Gambling Income (W2G)
- Health Savings Account and long term care reimbursements (1099-SA/1099LTC)
- Other 1099s
- Hobby income and expenses
- Prizes and awards

#### IRA CONTRIBUTIONS

• Form 5496 showing IRA contributions

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#### **SAVINGS & INVESTMENTS**

- Interest dividend income (1099-INT/1099-DIV)
- Stock or other property sales (1099-B/1099-S)

#### **EDUCATION**

- Form 1098-T from educational institutions
- Form 1098-E if paid student loan interest
- Receipt of educational expenses (ex. clickers, scantrons, testing fees, etc.)

#### **HEALTH CARE**

 Medical Expenses including but not limited to co-pays, overnight hotel stays, medical mileage, etc.



#### SELF EMPLOYMENT INFORMATION

- Forms 1099-MISC, Schedule K-1 & income records to verify amounts not reported on 1099s
- Business use of a vehicle
  - business miles for the year
- Other business expenses
  - Advertising
  - Accounting/Office Fees
  - Clothing
  - Meals
  - Cellphone/Accessories
  - Donations
  - Insurance
  - Equipment Purchases
  - Subscriptions
  - Permits, Licenses/Registration
  - Repairs
  - Tolls
  - Vehicle Wash
  - Showers
  - Supplies
  - Fuel
  - Travel
  - Utilities
  - Cost of Goods
  - CDL/Medical Card
  - Drug Screenings
  - Days Worked
  - OTR Necessities
  - Parking Fees
  - Laundry
  - Oversize Escorts
- Taxes
  - Estimated
  - Sales Tax
  - Property Tax
  - o 2290
- Interest
  - Loan
  - Mortgage
- Other
  - Energy-saving home improvements

#### Donna's Income Tax & Bookkeeping





830.374-9855



830.374.3975



822B E Crockett St. Crystal City TX 78839

Thank you!