

# ROSS TAX & ACCOUNTING CO.

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## 2016 INCOME TAX RETURN

**Filing Status:**  Single  Married Filing Joint  Qualifying Widow(er)<sup>1</sup>  Head of Household<sup>2</sup>  Married Filing Separate

**In year 2016 only:**  Married (date: \_\_\_\_\_)  Divorced (date: \_\_\_\_\_)  Death—Taxpayer/Spouse (date: \_\_\_\_\_)

### TAXPAYER

### SPOUSE

Name _____	Name _____
Occupation _____	Occupation _____
SSN _____ Date of Birth _____	SSN _____ Date of Birth _____
Home Phone _____ Disabled <input type="checkbox"/>	Home Phone _____ Disabled <input type="checkbox"/>
Work Phone _____ Blind <input type="checkbox"/>	Work Phone _____ Blind <input type="checkbox"/>
Cell Phone _____	Cell Phone _____
Best Time to Call _____	Best Time to Call _____
Email _____ Fax _____	Email _____ Fax _____
Address _____	County _____
City _____	State _____ Zip Code _____
Address on Last Year's Tax Return (if different) _____	Date Address Changed _____

<sup>1</sup> All of the following must apply: your spouse died in 2014 or 2015; in that year you qualified to file jointly; you did not remarry before January 1, 2017 and you paid over half the cost of maintaining your home, which was your dependent child's (or stepchild's) main home for the entire year.

<sup>2</sup> Must be unmarried (or considered unmarried) at the end of the tax year, and maintain a home that for more than half of the tax year is the principal home of a qualifying person (generally your child or relative). You may be considered unmarried if your spouse did not live in your home during the last six months of the tax year. If you are maintaining the household of a parent, the parent does not need to live with you to qualify.

## Personal Income Tax Organizer and Deduction Finder<sup>®</sup>

### CHECKLIST

✓  
**Documents  
needed in addition  
to your completed  
organizer:**

- 1) All Forms W-2 (wages), 1095, 1098 and 1099 (such as 1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities, pensions, IRA or other retirement plan withdrawals, 1099-G for state tax refunds, 1099-S for real estate sales, SSA-1099 for Social Security, 1099-G for unemployment compensation, 1099-K for merchant card and third-party network payments and 1099-MISC for commissions and fees, etc.). Include all copies.
- 2) Copies of Schedules K-1 for partnerships, S corporations, estates or trusts. (**Note:** You do not need these documents to make your tax appointment. You can provide them at a later date.)
- 3) If you sold real estate, stock or mutual fund shares during the year, see STEP 4.
- 4) If you acquired, sold or refinanced a home or other property in 2016, provide a copy of the closing statement.
- 5) If you are a new client, provide copies of tax returns for 2013, 2014 and 2015.

**Note:** When completing your organizer, round all amounts to the nearest dollar. For married couples, questions referring to "you" generally mean you or your spouse.

**STEP 1****The following items may affect your tax return. Please answer carefully.****These questions pertain to calendar year 2016 unless otherwise noted.**

1) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you pay or receive alimony (Tax Tip 1)? Do not include child support. (Select one.) Pay <input type="radio"/> Receive <input type="radio"/>
	To/From: Name _____ Social Security Number _____ Amount \$ _____
2) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	For the entire year, did you, your spouse and your dependents have health care coverage provided by either an employer or the government (Medicare, Medicaid or VA) or purchased through the Health Insurance Marketplace (Exchange) or directly from an insurance company?
3) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you move because of a job change? Distance from old house to old job: _____ Distance from old house to new job: _____
4) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you (or do you plan to before April 18, 2017) contribute to a traditional IRA or Roth IRA for 2016? (Tax Tip 2) <b>Self:</b> Traditional IRA \$ _____ Roth IRA \$ _____ <b>Spouse:</b> Traditional IRA \$ _____ Roth IRA \$ _____
5) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you convert a traditional IRA or roll a qualified plan distribution to a Roth IRA in 2016? If yes, amount converted/rolled over: \$ _____
6) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you (or do you plan to before April 18, 2017) contribute to a health savings account (HSA) for 2016? (Tax Tip 3) Amount of contribution: (Do not list employer contributions, including amounts you elected to contribute under a cafeteria plan, shown on your Form W-2.) <b>Self:</b> \$ _____ <b>Spouse:</b> \$ _____ Type of health plan coverage: Self-only <input type="radio"/> Family <input type="radio"/>
7) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you receive any distributions from your health savings account (HSA)? Amount of distributions: \$ _____ Amount of unreimbursed qualified medical expenses (attach list): \$ _____
8) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Are you a grade K–12 teacher? If yes, enter amount of out-of-pocket classroom costs you paid or incurred (Tax Tip 4): \$ _____
9) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you pay child care costs for a dependent child under age 13, or costs of caring for a disabled dependent or spouse, so you could work, attend school or look for a job? If yes, provide the amounts paid for each individual and the names, addresses and taxpayer identification numbers of the care providers. Amount, if any, that was reimbursed by an employer dependent care plan (Tax Tip 5): \$ _____
10) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you pay expenses related to adopting a child? If yes, provide details of any expenses incurred: _____
11) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you pay any individual \$2,000 or more to perform household services during the year, such as a babysitter, caretaker, housekeeper, cook or gardener?
12) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you have any debts cancelled or reduced (including credit cards), property repossessed or foreclosed upon, or did you file for bankruptcy? (Tax Tip 6)
13) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you have a financial interest in, or signature authority over, a financial account (such as a bank or securities account) located in a foreign country at any time during 2016? A financial account is located in a foreign country if it is physically located outside of the U.S., including an account maintained with a branch of a U.S. bank that is physically located outside of the U.S. <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O If yes, did the aggregate value of all accounts located in a foreign country (other than accounts maintained on a U.S. military installation) exceed \$10,000 at any time during the year?
14) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you receive a distribution from, or were you the grantor of, or a transferor to, a foreign trust?
15) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Do you have financial accounts maintained by a foreign (non-U.S.) bank or financial institution that totaled more than \$50,000 on the last day of the year or more than \$75,000 at any time during the year (\$100,000 and \$150,000, respectively, if married filing a joint return)?
16) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you own any other foreign financial assets (such as stock in a foreign corporation or an interest in a foreign partnership) that are not held in a financial account?
17) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did your children under age 19 (or age 19–23 and full-time students) have unearned income over \$1,050?
18) <input type="radio"/> T <input type="radio"/> O <input type="radio"/> S <input type="radio"/> O	Do you (or your spouse) want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.) Leave blank if neither wishes to designate \$3.
19) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Do you want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name, phone number and personal identification number of individual if not preparer. Name: _____ Phone Number: _____ Identification Number: _____
20) <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> O	Did you make gifts to a trust or gifts totaling more than \$14,000 to any individual during the year? If so, provide recipient's name, address, relationship to you and the amount of the gift.

**STEP 1  
(Continued)**

**Check any of the boxes below that apply to you for 2016:**

- Purchased health insurance for yourself or a family member through the Health Insurance Marketplace (Exchange). (Attach Form 1095-A, *Health Insurance Marketplace Statement*.)
- Were granted stock options by your employer and/or exercised employer stock options.
- Owned any securities or held any debts that became worthless during the year.
- Contributed to or received distributions from an Archer Medical Savings Account (MSA).
- Traveled more than 100 miles from home and stayed overnight to perform duties as a National Guard member or reservist.
- Performed services in the performing arts for at least two employers.
- Lived or worked in a foreign country.
- Were issued an Identity Protection PIN by the IRS: \_\_\_\_\_
- Were in the military (or reservist).
- Received any notice from the IRS or a state taxing authority.
- Contributed to or received distributions from an Achieving a Better Life Experience (ABLE) account.
- I can be claimed as a dependent on another person's tax return for 2016.

**Please provide any other information related to your 2016 taxes not reported elsewhere on this organizer:**

**STEP 2**

**Dependents (Tax Tip 7) (attach additional sheet, if necessary)**

Children age 18 or younger (age 19–23 if attending school full time for at least five months during the year) who lived with you more than half the year and who did not provide more than half of their own support (or a permanently and totally disabled child).

Check if it is possible that a different taxpayer might claim a child listed below as a dependent.

1) _____	Birthdate _____	SSN _____
2) _____	Birthdate _____	SSN _____
3) _____	Birthdate _____	SSN _____
4) _____	Birthdate _____	SSN _____

Other Dependents (relatives and/or members of household)	Relationship	Social Security #	Is 2016 Gross Income less than \$4,050? (Yes or No)	# Months Resided in Your Home in 2016	% Support Received From You
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Check if you are divorced and either signed or received Form 8332 (release of exemption for child). (Provide Form 8332.)

**STEP 3**

**2016 Estimated Tax Payments<sup>1</sup>**

	Federal	Date Paid	State	Date Paid
Amount applied from 2015 overpayment, if any:	\$ _____	_____	\$ _____	_____
First Quarter Payment Made .....	_____	_____	_____	_____
Second Quarter Payment Made .....	_____	_____	_____	_____
Third Quarter Payment Made .....	_____	_____	_____	_____
Fourth Quarter Payment Made .....	_____	_____	_____	_____

<sup>1</sup> Do not include withholding from Forms W-2 or 1099 in estimated tax payments listed here.

**Detailed Tax Organizer:**

We will provide you with a detailed tax organizer (11 pages). Call us at 704.341.9611 for a hard copy or email us at [info@rosstaxacct.com](mailto:info@rosstaxacct.com) for a PDF copy.

## Tax Tips

- 1) Payments that meet specific requirements are treated as alimony for tax, regardless of how they are described in a divorce decree. One of the requirements is that the payments end upon the recipient's death. So, payments for maintenance or spousal support may be considered alimony for tax. Ask us for details.
- 2) IRA contributions are limited to the lesser of \$5,500 (\$6,500 if age 50 or older at year-end) or compensation. If you (and your spouse) are not covered by an employer retirement plan, traditional IRA contributions (up to the limit) are fully deductible. If you or your spouse are covered by an employer retirement plan, the deduction is phased out at higher income levels. Roth IRA contributions are not deductible. Also, regardless of whether you are covered by an employer retirement plan, the Roth IRA contribution limit is phased out at certain income levels. If only one spouse has compensation, a spousal IRA can be set up for the nonworking spouse. Each spouse (working and nonworking) can contribute up to \$5,500 (\$6,500 if age 50 or older) provided the working spouse's compensation is at least equal to the IRA contributions.
- 3) Individuals covered only by a high deductible health plan (deductible of at least \$1,300 for individual coverage and \$2,600 for family coverage) can make deductible (subject to limits) HSA contributions.
- 4) Grade K–12 teachers may be able to deduct amounts paid for books, supplies (other than nonathletic supplies for health and PE courses), computer software and other equipment and materials used in the classroom as well as certain expenses for professional development courses.
- 5) The child and dependent care credit is generally available to married taxpayers only if both spouses have earned income, unless a spouse is a full-time student or disabled.
- 6) Cancellation of debt (COD) generally results in taxable income. However, exceptions are available for bankrupt and insolvent taxpayers as well as for cancellations or reductions of student loans, farm-related loans and loans related to business real property.
- 7) A person who files a joint return (other than a return filed solely to claim a refund) cannot be claimed as a dependent. Also, special rules apply to children of divorced parents.
- 8) To be tax free, IRA and qualified plan distributions must be rolled over to another traditional IRA or qualified plan within 60 days. Also, for IRAs, there is a one-year waiting period between tax-free rollovers.
- 9) IRA (but not qualified plan) withdrawals before age 59½ are not subject to the 10% penalty if the funds are used for (a) medical expenses that are deductible as an itemized deduction (b) certain higher educational expenses (c) a first-time home purchase for distributions up to \$10,000 or (d) medical insurance by individuals who are unemployed for at least 12 weeks. Other exceptions may apply to IRA and qualified plan withdrawals.
- 10) Material participation in a trade or business generally means the taxpayer spends more than 500 hours participating in the activity during the year. However, the test can also be met in other situations, such as when the taxpayer is the only one who substantially participates in the activity or spends more than 100 hours participating and no one else spends more time.
- 11) If "allocated tips" are listed on year-end Form W-2, the amount will be subject to both Social Security and income tax unless records (tip log) verify that a lesser amount was actually received.
- 12) Improvement costs may reduce taxable gain upon sale of property. Keep records of improvement costs made to all real property at least four years after the property is sold.
- 13) If stock or mutual fund dividends are automatically reinvested instead of received in cash, these reinvestments increase cost basis, and reduce gain or increase loss upon sale.
- 14) Tax benefits such as a credit, deduction or income exclusion for interest on certain U.S. savings bonds may be available for certain education expenses. Benefits may be phased out at certain income levels. List the following expenses: (a) tuition and required fees, (b) books, supplies and equipment required for attendance, (c) computer equipment and internet access, (d) room and board (if at least half-time attendance) and (e) student loan interest.
- 15) Qualified long-term care insurance premiums are deductible subject to age and annual dollar limits.
- 16) Charitable contributions of \$250 or more in any one day to any one organization must have written acknowledgment from the organization. The acknowledgment must state whether or not any goods or services were received in exchange for the donation.
- 17) When making contributions of used furniture, appliances and clothing to nonprofit organizations, attach a record of the items donated to the receipt for proof of this deductible contribution. Contributions must be in good or better condition to be deductible.
- 18) Expenses incurred for education for improving your skills for your present job or maintaining your job may be deducted. Seminars, tuition, books and some travel expenses can be deducted.
- 19) Job-seeking costs in the same field of employment are deductible. Successful job placement is not necessary.
- 20) Part of a legal fee incurred in a divorce or an estate plan may be deductible if it is for advice on the tax consequences. Have your attorney clearly indicate how much of the fee is for tax advice.
- 21) Expenses incurred for attending conventions, seminars or other meetings that give investment advice to taxpayers are not deductible.
- 22) Generally, a net loss due to a casualty (such as flood, fire, theft, etc.) is deductible to the extent it exceeds 10% of your AGI. Special rules apply to federally declared disasters.
- 23) A home can be a house, condominium, cooperative, mobile home, boat or similar property. It must provide basic living accommodations including sleeping space, toilet, and cooking facilities.
- 24) Loan origination fees (points) paid on a loan to buy or build a principal residence are generally deductible as interest in the year paid. Points paid on refinancing an existing mortgage or on a loan to purchase or improve a second home must be deducted (amortized) over the life of the loan. *Exception:* If part of the proceeds were used to improve your main home, points related to the improvements may be deducted in the year paid.
- 25) You can exclude up to \$250,000 (\$500,000 if married and filing jointly or certain surviving spouses) of the gain on a sale of a principal residence if you owned and occupied the residence for two out of the five years before the date of sale. If the home was used other than as your principal residence any time after 2008, some of the gain may be taxable.
- 26) Keep receipts supporting tax deductions at least four years.