

Michael R. Snell & Associates

Accounting & Tax Consultation

Overlooking the Lake
Casa de las Rocas Grandes California

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2008 PERSONAL INCOME TAX ORGANIZER



Our organizer is simple and is designed to help you gather information for your 2008 personal income tax returns. Use it as a quick checklist or complete it in detail. If you have a tried-and-true way of doing things, shred this and forget it. Please include the completed tax organizer in the package you mail to us or bring it with you to the tax interview. If you need more space feel free to attach separate sheets. You may also attach copies of original documents if you like.

[We suggest that you photocopy any original documents for your records before mailing originals to us.](#)

Some transactions occur infrequently. If you have unusual transactions or there are other items you think might be deductible, please bring them to our attention. Some of these items are listed below:

Installment Sales	Sale of an Entire Business	Like-Kind Exchanges (1031)
Multi-State Tax Filing	Losses From Fire or Theft	Foreign Income
Seller Financed Mortgages	Gambling Winnings & Losses	IRS Letters or Audits

STATE INCOME TAX (business & personal)

Michael R Snell & Associates prepares tax returns for any state that imposes an income tax

APPOINTMENT SCHEDULING

Most of our clients, especially those who live in other states, use email, regular mail, the fax, or UPS (FedEx, etc) to send us the tax information we need. Opting out of the traditional sit-down meeting saves them time, hassle, and fees. Any questions or clarifications are typically handled by phone, fax, or email. However, if you'd like to schedule a tax meeting, by all means let us know so we can arrange a meeting at your convenience. If you have already scheduled a meeting with us it isn't necessary to contact us again.

TAX INFORMATION

General interest tax information is available at our website:

www.winecommonsewer.com/the_wine_commonsewer/tax_information

EMAIL ADDRESS

Please update your email address. Our emails are infrequent and consist of tax information specific to you, occasional newsletters, general tax information, and updates. We encourage you to subscribe to our opt-in email list at the website.

Email Address _____ @ _____

Email Address _____ @ _____

Michael R Snell & Associates will not sell or share your email address with anyone. Unless an email is specific to you the addresses are masked to prevent others from obtaining your email address without your consent. Anti-spam software and ISP anti-spam efforts may block some or all email originating from our offices.

“The wages of sin are death, but after they take the taxes out, it's more like a tired feeling, really.”—Paula Poundstone

INFORMATION WE MUST HAVE

ORIGINAL W-2 Forms of all kinds and from all jobs. **Please copy or scan originals before mailing to us.** If you want to attach your own W-2 forms to the returns you may send us copies and keep the originals.

Please provide photocopies or originals of the following (if you send originals please copy or scan them for your records before sending):

1. **1099 Forms** received by you for any purpose. This category is very broad and will include pension or retirement distributions or rollovers, interest income, dividend income, real property sales, gambling winnings, jury pay, unemployment compensation, state income tax refunds, certain disability payments, social security income, as well as other miscellaneous income.

Please Note: To simplify this organizer we have not provided space for you to list **interest and dividend** income separately. Please provide us with a photocopy or original of each 1099-Div or 1099-Int you received.

Please Note: If any interest or dividend income is paid to you for the benefit of someone else (children’s savings accounts, for example), please note that directly on the 1099 form.

2. **K-1 Forms** from partnerships, trusts, LLC’s, LLP’s, or S corporations received by you. This includes K-1 forms for investments, rental properties, TIC’s, as well as for self-employment.
3. **1098 Forms** reporting mortgage interest that was paid by you.
4. **Income Tax Returns.**

Please Note: If we **DID NOT prepare** your 2007 tax returns please include a copy of your 2007 state and federal income tax returns. If we prepared your 2007 returns we **DO NOT** need a copy. If you’ve previously provided a copy of your 2007 tax returns we do not need another copy.

5. **Miscellaneous Income.** Almost every conceivable kind of income is taxable. Most income is also reported to the federal and state governments. We need to see every tax information report you received. If you had some income that wasn’t reported to the government, we need to talk to you to determine the best way to handle it.
6. **Other Tax Payments.** If you paid income taxes for other years or to other states, please note below:

Payment Amount	Purpose	Tax Agency	Tax Year

7. **Estimated Income Tax Payments.** If you paid quarterly tax payments, please include dates, amounts, and the tax agency paid for 2008 estimated tax payments. You can include a completed copy of the estimated tax payment information we provided for 2008 or provide the information below:

DUE DATE	IRS PAYMENT	STATE PAYMENT	QUARTER	DATE PAID
2007 refund to be applied to 2008			—	—
04-15-08			1	
06-15-08			2	
09-17-08			3	
01-15-08			4	

DEPENDENTS

Please list all dependents below. **If we prepared your 2007 returns we only need changes and info for new dependents. If the dependent is over 18 you may no longer qualify to claim her and you should make a note about any dependents over 18.**

To qualify, you must have provided more than 50% of the support. The custodial parent is deemed to have met the 50% test unless there is a written agreement that states otherwise. However, child support is considered support contributed by the person who paid the child support payments when allocating the actual net cost of providing support between the two parents. Children under age 19 & full time students under age 24 may be claimed by their parents. You may also claim your parents or other relatives as dependents if you contribute more than 50% of their support. The rules can be complex, please feel free to discuss this with us.

Full Name	Birth Date	Social Security Number	Relationship	Number of months lived in your home during 2008

CHILD & OTHER DEPENDENT CARE CREDIT

This credit is available to you if you have dependent children under the age of 13 cared for by others while you and your spouse (if married) work. The credit is also available if you have certain other disabled dependents that must be cared for while you work. Note: Some care providers are 'exempt' and won't give you a Taxpayer ID #. However, they will tell you that they are 'exempt'.

Name of Care Provider	Taxpayer I.D. #	Address	Amount Paid During 2008

ALIMONY AND CHILD SUPPORT PAYMENTS

Child support payments are not deductible. Court-ordered alimony payments are deductible.

Note: Payments to your ex that are not court ordered are not deductible.

Please provide the following:

Recipient's Name _____ Social Security # _____ Amount Pd in 2008 _____

Recipient's Name _____ Social Security # _____ Amount Pd in 2008 _____

REGISTERED DOMESTIC PARTNERS

California provides that you may file a California joint return with another person who you are not married to IF you have registered with the state's Domestic Partner Registry.

FIRST TIME HOME BUYERS

If you purchased your first home after April 8, 2008, you may be entitled to a tax credit.

WORK RELATED EXPENSE YOU INCURRED AS AN EMPLOYEE

If you worked for someone else and paid job-related expenses out of your own pocket that were not reimbursed by your employer you may be entitled to an income tax deduction. Do not list self-employment expenses here.

Amount that you were reimbursed for any expenses (include car allowance) \$ _____

Whose expenses are these? _____

Car Expense	\$	Travel	\$
Entertainment	\$	Lodging	\$
Gifts	\$	Cab Fare	\$
Office Supplies	\$	Tolls	\$
Telephone	\$	Parking Fees	\$
Teacher Supplies	\$	Trade Publications	\$
Specialty Licenses	\$	Business Mileage	\$
Liability Insurance	\$	Union Dues	\$
	\$		\$

MOVING EXPENSES

Your reason for moving must be work related. If your new place of employment is more than 50 miles from your old residence you qualify for this deduction.

Please tell us the total amount of expense for transporting your household goods from your old residence to your new residence. Include fees paid to movers, rental equipment including trucks or trailers if you moved yourself, fees for storing household goods pending the move or after the move if the new residence wasn't available right away.

\$ _____

Please tell us the total amount you spent to get yourself and your family from your old residence to your new residence. Include lodging, airfare, bus fare, or all expenses related to using your personal vehicle. Instead of using actual expenses for your personal vehicle you may use the standard mileage rate.

Lodging & Transportation (do not include personal vehicle costs here) \$ _____

Personal vehicle costs (fuel, oil, etc.) OR actual mileage driven \$ _____

RETIREMENT PLANS, IRA's, SEPs, etc

Please tell us the basics about contributions to your retirement plans below. Don't list employer-paid retirement plans or contributions withheld from your gross salary to fund retirement plans established by your employer (401(k) etc.

Taxpayer's actual contribution made in 2008 \$ _____ Kind of Plan _____

Spouse's actual contribution made in 2008 \$ _____ Kind of Plan _____

Taxpayer's contribution to be made in 2008 for 2008 \$ _____ Kind of Plan _____

Taxpayer's contribution to be made in 2008 for 2008 \$ _____ Kind of Plan _____

_____ Check here if either spouse is covered by a retirement plan at work

_____ Check here if you converted a regular IRA to a Roth IRA during 2008

_____ Check here if you want to make a non-deductible IRA contribution

CAPITAL GAINS & LOSSES

Stock sales, mutual fund sales, home sales, building sales, bond sales, etc.

If you sold a personal residence during 2008 you probably won't have to worry about capital gains tax and you do not have to re-invest the proceeds in a more expensive home. However, you should provide us with a copy of the closing escrow documents from the original purchase and the sale.

If you sold any other investments during 2008 you should have received a 1099 form reporting the 'gross proceeds' from the transaction. Gross proceeds are typically the amount you received from the sale but is not the amount you will be taxed on. With sale of real property gross proceeds are generally the selling price.

IMPORTANT: To properly report any capital gains sales on your tax return we have to know how much you paid for the investment (asset) and the date you bought it.

If the investment was purchased recently and was purchased through the same broker who sold the investment for you there is a good chance that the purchase information appears on the 1099.

If it does not you must look at your records or contact the broker you purchased the asset through to find out this information.

Please use separate sheets of paper to itemize the purchase dates and amounts paid for each investment sold. This can be a lengthy and time consuming process. Once completed, staple the information to the 1099 reporting gross proceeds.

WE MUST HAVE PURCHASE INFORMATION FOR ANY ASSET THAT YOU SOLD DURING 2008.

INTEREST DEDUCTIONS

Personal interest you paid on loans and credit cards is not deductible. Do not include mortgage interest you paid for rental property here.

If you purchased your home during 2008 please include a copy of the settlement statement.

Total mortgage interest paid for your principal place of residence: \$ _____

Include any interest paid on a second mortgage or line of credit secured by your home.

Caution: You may deduct interest paid on loans to purchase or improve your home plus an additional 100,000.00 in mortgage debt.

Total mortgage interest paid for a second home during 2008: \$ _____

Include any interest paid for a second home, vacation home, or other second home-boat or motorhome (you may only claim an interest deduction for one second home).

Caution: If you rented your vacation home out for more than 14 days of 2008 check here: _____

Points paid to refinance an existing mortgage: \$ _____

Points paid to obtain a mortgage on a newly purchased home: \$ _____

If your mortgage interest was paid to an individual please provide the following:

Name: _____

Address: _____

Social Security Number: _____

CAR LICENSE & PROPERTY TAX

Do not include property taxes paid for a rental property here.

2008 Property Taxes paid on your principal residence: \$ _____

2008 Property Taxes paid on a second residence, boat, RV, etc: \$ _____

2008 Property Taxes you paid on a boat or aircraft: \$ _____

2008 vehicle license fees you paid (motorcycle, car, PWC, boat): \$ _____

CHARITABLE CONTRIBUTIONS

Total amount you gave to church or charity during 2008: \$ _____

Includes all donations paid in currency (cash money) and by check.

Most organizations will provide you with a year-end statement.

Gifts exceeding 250.00 require receipts if you are audited.

Total value of personal items donated to charity during 2008: \$ _____

Includes: clothing, furniture, or other property that was donated. Does not include donations of cash or by check.

Caution: IRS determines value according to what you could sell the items for not what you paid for them.

Caution: If the total of these items exceeds 500.00 IRS requires a detailed accounting of each item donated including purchase date and price, market value, and name & address of the charity you donated the item to.

MEDICAL AND DENTAL EXPENSES

Before you spend a lot of time with this, remember the following:

- Combined medical and dental expenses that you paid out-of-pocket must total 7.5% of your overall income (approximate).
- Medical and dental expenses do not include any amounts reimbursed to you or paid directly to providers by insurance companies.
- Medical and dental expenses include health insurance premiums paid by you (not company paid), prescription drugs, co-payments, deductible payments, mental health care, medical devices-glasses, hearing aids, crutches, wheelchairs, etc. If you paid with a credit card the expense is considered paid in full and is fully deductible.

Please tell us the total amount you paid out of pocket for health insurance premiums during 2008. \$ _____

Please tell us the total of all other medical and dental expenses paid by you during 2008. Do not include amounts paid or reimbursed by your insurance company. It is not necessary to itemize the expenses. \$ _____

Please tell us the number of miles you drove your car for medical purposes during 2008. _____

ENERGY CREDITS

Federal energy credits expired on December 31, 2007 but were reinstated for tax year 2009. There are no energy credits available for 2008.

STIMULUS PAYMENTS



The Stimulus Payment you may have received in 2008 is not considered taxable income and you do not have to report it on your 2008 income tax returns. However, the stimulus is not really a retroactive tax cut, it is an advance tax cut for 2008 and if you didn't receive the full amount, you have a second chance to qualify.

Please tell us the amount of your IRS Stimulus payment received during 2008: \$ _____

MAKE APRIL 15 JUST ANOTHER DAY



Lots of you have seen this logo at the website and have asked what it represents. Many have associated it with the flat tax movement, and in a sense that is one thing it represents. Like Congressman Ron Paul, we advocate a federal income tax with a flat rate of zero. The elimination of federal income tax is but a pipe dream, of course. More importantly, we see the logo as illustrating our mission, which is to reduce as much of the tax bite, sting, sweat, worry, stress, and bother of tax preparation as we possibly can. That way your April 15 can be *Just Another Day*.

“Your federal government needs your money so that it can perform vital services for you that you would not think up yourself in a million years.”—Dave Barry

RENTAL PROPERTY

Use this section to report rental income and expense

We have provided space for two properties, for three or more properties please print extra blank pages of this worksheet

If the property was purchased in 2008 include a copy of the closing escrow documents

If the property was sold or exchanged in 2008 please include all relevant documents

In the Asset section please note any major upgrades with descriptions or include copies of invoices

Item	Property Address or Other Description	Property Address or Other Description
Rental Income		
Security Deposits Rec'd		
Security Deposit Refunds		
EXPENSES		
Accounting		
Advertising		
Association Fees		
Cleaning & Maintenance		
Commissions		
Gardening		
Insurance		
Legal		
Management Fees		
Mortgage Interest		
Other Interest		
Pool Service		
Repairs		
Supplies		
Taxes		
Travel or Auto Miles		
Utilities		
ASSETS		
Appliances		
Flooring		
Major Renovations		
Major Upgrades		
Roof		

SELF EMPLOYMENT INCOME this section is NOT for your corporation, LLC, or partnership

If we prepare financial statements for your business do not complete this section

If you prepare your own financial statements using software such as QuickBooks you may provide us with a financial statement for the entire 12 months of 2008 instead of completing this section if you prefer

QuickBooks users: please email us a complete backup of your QuickBooks file (not the accountant's copy)

In the Asset section please note any asset purchases or sales and include copies of invoices for asset purchases

INCOME			
Total Gross Income			
Returns & NSF Checks			
EXPENSES			
Accounting		Postage	
Advertising		Purchases of Components	
Alarm Service		Purchases of Goods To Resell	
Automobile & Truck		Purchases of Parts	
Bank Charges		Purchases of Raw Materials	
Commissions		Rent	
Dues & Subscriptions		Salaries or Wages	
Education & Seminars		Supplies	
Entertainment		Taxes, Employer Paid	
Equipment Lease		Taxes, Other	
Insurance		Taxes, Property	
Interest		Telephone	
Laundry & Uniforms			
Legal			
Licenses			
Maint & Repairs			
Merchant Fees			
Office Expense			
Printing			
ASSETS			
Computer Equipment			
Machinery			
Equipment			
Improvements			
Furniture			