


2019 Tax Organizer Questionnaire

Please answer the following questions to the best of your ability and attach all requested documents.

Incomplete questionnaires could mean overlooked tax savings!

General Information

Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
1 Did you receive ANY correspondence from the IRS or state taxing agencies during the year?	<input type="checkbox"/>	<input type="checkbox"/>		Include all correspondence received not previously provided to us.
2 Do you want to allocate \$3 to the Presidential Election Campaign Fund: For yourself? For your spouse?	<input type="checkbox"/>	<input type="checkbox"/>		
3 Do you want to allocate part of your California refund to any of the state designated charities (see our website for a complete list)?	<input type="checkbox"/>	<input type="checkbox"/>		Provide us with the name of charity from the list and donation dollar amount: _____
4 Did you know that if you fill out this questionnaire from start to finish, F&P, CPA's will enter you into a contest to win \$50 from a store of your choice? (No kidding!)	<input type="checkbox"/>	<input type="checkbox"/>	Congrats to our 2018 winner, Diane B.I.	You would like your winning gift card from (circle one): Macy's, Target, Nordstrom, Starbucks, Peet's OR _____ (Drawing will be held 10/31/2020)
5 Did you make a gift exceeding \$15,000 to a single individual during 2019? (No change to gift limits in 2020.)	<input type="checkbox"/>	<input type="checkbox"/>		Provide a list of gifts made, including amount, date and recipients' name, address and SSN.

Foreign Reporting

Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
6 At any time during 2019, did you own or have signature authority over a foreign bank account with a balance in excess of \$10,000 USD?	<input type="checkbox"/>	<input type="checkbox"/>		Tax returns due by 4/15/20 or an extension is required. If you will file your own FIN CEN form, initial here _____
7 Do you own any foreign financial assets (including partnership interests, hedge funds and private equity funds) with a FMV in excess of \$50,000 at 12/31/19 or in excess of \$75,000 at any time during 2019?	<input type="checkbox"/>	<input type="checkbox"/>		Foreign stock maintained in a U.S. based brokerage account is excluded. However, foreign stock not maintained in a financial account is included.
8 At any time during 2019, did you have an online gambling account with a balance in excess of \$10,000 USD?	<input type="checkbox"/>	<input type="checkbox"/>		Recent court appeals have made this a "gray area". This will be discussed on a case-by-case basis.

Income


Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
9 In 2019, did you have any of the following:				
Wages?	<input type="checkbox"/>	<input type="checkbox"/>	10	Include form(s) W-2
Non-employee compensation?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	Include form(s) 1099-MISC
Disability income, other than state disability?	<input type="checkbox"/>	<input type="checkbox"/>	10,13.2	Include form(s) 1099 or W-2
Gambling income?	<input type="checkbox"/>	<input type="checkbox"/>	13.2	Include form(s) W-2G
Rebate income?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	See question 63
Interest income?	<input type="checkbox"/>	<input type="checkbox"/>	11	Include form(s) 1099-INT
Dividend income?	<input type="checkbox"/>	<input type="checkbox"/>	12	Include form(s) 1099-DIV
Social security benefits?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	Include form(s) SSA-1099
State income tax refunds?	<input type="checkbox"/>	<input type="checkbox"/>	14.2	Include form(s) 1099-G
Unemployment compensation?	<input type="checkbox"/>	<input type="checkbox"/>	14.2	Include form(s) 1099-G
Cancellation of debt?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	Include form(s) 1099-C
Health savings account (HSA) distributions?	<input type="checkbox"/>	<input type="checkbox"/>	32.1	Include form(s) 1099-SA
Education savings accounts or qualified tuition program distributions?	<input type="checkbox"/>	<input type="checkbox"/>	14.3	Include form(s) 1099-Q
Long term care benefit payments?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	Include form(s) 1099-LTC
Foreign income?	<input type="checkbox"/>	<input type="checkbox"/>		All amounts need to be included in the organizer.




Take our candy quiz! Answers are on the last page:

1. What do they call cotton candy in England? How about in Australia?

Children & Dependents

	Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
10	Were your dependent children (who are <u>over</u> age 18) full-time students in 2019?	<input type="checkbox"/>	<input type="checkbox"/>	2	
11	Did your dependent children (who are age 18 or <u>under</u>) have investment income in excess of \$2,200?	<input type="checkbox"/>	<input type="checkbox"/>	2	
12	Are you claiming a dependent child who did not live with you for at least one-half of the year?	<input type="checkbox"/>	<input type="checkbox"/>	2	<i>If yes, attach Form 8332 if your spouse is the custodial parent.</i>
13	Did you pay over 50% support for a parent?	<input type="checkbox"/>	<input type="checkbox"/>	2	<i>If yes, you may be able to claim them as a dependent.</i>
14	Did you pay any dependent care expenses for a child or a parent?	<input type="checkbox"/>	<input type="checkbox"/>	33.1,33.2	<i>Even if your employer reimbursed you, this information is required.</i>

Retirement Plans

	Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
15	Did you receive any distributions from an IRA, profit-sharing plan, or other retirement plan? If yes, have you ever made a non-deductible contribution in a previous year?	<input type="checkbox"/>	<input type="checkbox"/>	13.1	<i>Include form(s) 1099-R</i> <i>This will be excludable as return of principal.</i>
16	What is the total value of ALL of your traditional IRA'S at 12/31/19 (Roth's excluded)? Taxpayer \$ _____ Spouse \$ _____				Required if you received IRA distributions in 2019!
17	Did you roll over any distributions into a regular IRA within 60 days? <i>Provide rollover amount \$</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	13.1	<i>Include form(s) 1099-R</i>
18	Did you roll over any distributions into a Roth IRA within 60 days? <i>Provide rollover/conversion amount \$</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	13.1	<i>Include form(s) 1099-R</i>
19	If you are at least 70-1/2, did you transfer IRA funds directly to a charity in 2019?	<input type="checkbox"/>	<input type="checkbox"/>	13.1	<i>Include form(s) 1099-R</i>
20	Do you want to make a 2019 retirement plan contribution for yourself? If the contribution is not deductible, do you still want to make it? If you still want to make it, do you prefer it to be to a Roth IRA? Do you want the extra catch-up if you are age 50+ at 12/31/19? Do you want the maximum contribution allowed? If no, what amount do you want to contribute? \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	24	<i>All IRA's must be deposited by April 15, 2020, even if you file an extension.</i> <i>The maximum 2019 catch-up contribution is \$1,000 for all IRA's, \$3,000 for SIMPLE, and \$6,000 for SEP.</i>
21	Do you want to make a 2019 retirement plan contribution for your spouse? If the contribution is not deductible, do you still want to make it? If you still want to make it, do you prefer it to be to a Roth IRA? Do you want the extra catch-up if you are age 50+ at 12/31/19? Do you want the maximum contribution allowed? If no, what amount do you want to contribute? \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	24	

Business Income and Expenses (sole proprietorships only)

	Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Org. Page	Inclusion Reminders and Other Information
22	Did you purchase or start a new business?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>Include any purchase documents.</i>
23	Did you receive any business income from bartering or trades?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>These are reportable as income.</i>
24	Did you receive any business income from virtual currency (i.e. bitcoins)?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>These are reportable as income.</i>
25	Does your business accept merchant cards and/or third party payments (i.e. credit cards or PayPal)?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>Include any form 1099-K's.</i>
26	Did you sell items online?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>Include any form 1099-K's.</i>
27	Did you pay any person or business (excluding corporations) for a business related service in the amount of \$600 or more? If yes, did you file a 1099-MISC on the payee's behalf?	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>1099-MISC's are required to be distributed to the recipient by 1/31/20. Non-filed 1099-MISC's will likely lead to lost business deductions in the event of an audit.</i>
28	Did you purchase or dispose of any business assets (furniture or equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	16p2	<i>Provide the item description, date placed in service, (NOT 22) cost or sales price and if the item is new or used.</i>

Business Income and Expenses (continued)

	Yes	No	Org.	
Question	✓	✓	Page	Inclusion Reminders and Other Information
29 Did you pay for any business meals & entertainment in 2019? If so, be sure to provide separate totals for meals and another for entertainment.	<input type="checkbox"/>	<input type="checkbox"/>	16	<i>TCJA law change! Entertainment OR meals purchased in conjunction with entertainment are no longer deductible.</i>
30 Do you have an accounting procedure established to treat amounts paid for depreciable items costing \$2,500 or less as an expense, instead of capitalizing?	<input type="checkbox"/>	<input type="checkbox"/>		<i>This applies to business & rental property owners only. We recommend signing the annual capitalization policy statement available at our website.</i>
31 Did you use your car on the job, other than commuting to/from work?	<input type="checkbox"/>	<input type="checkbox"/>	22 p3 or 30 p2	
32 Did you purchase an automobile in 2019 used for business? If yes, is the gross vehicle weight: Between 6,000 and 14,000 pounds? Greater than 14,000 pounds?	<input type="checkbox"/>	<input type="checkbox"/>	22 p3	<i>Include the purchase or lease contract.</i>
33 Did you start a new automobile lease in 2019 used for business?	<input type="checkbox"/>	<input type="checkbox"/>	22 p3	<i>Include the lease agreement.</i>
34 Was any part of your home used exclusively for business or rented out?	<input type="checkbox"/>	<input type="checkbox"/>	29	<i>Include square footage (total and business use).</i>
35 Were either you or your spouse self-employed AND paying for health insurance for yourself or your family?	<input type="checkbox"/>	<input type="checkbox"/>	24	<i>This includes adult children under age 27 as of 12/31/19.</i>
36 Did you purchase or refinance any rental real estate? If yes, number of years of mortgage _____	<input type="checkbox"/>	<input type="checkbox"/>	18	<i>Include final settlement statement, forms 1098, 2019 activity statements, and details for use of any cash back.</i>
37 Did you convert a personal residence into rental real estate? If yes, the market value on the date it was converted was \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	18	
38 Did you have an ownership interest in any of the following: Partnership or LLC? S-Corporation? Trust? <i>(This does not include your own living trust.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	20.1 20.2 20.3	<i>Include ALL pages of any form(s) K-1.</i>
39 Do you have unreimbursed business expense for a partnership or S-corporation? If yes, could you have been reimbursed?	<input type="checkbox"/>	<input type="checkbox"/>	30	<i>The partnership or S-corporation agreement must indicate that these expenses are non-reimbursable to qualify as a deduction.</i>

Gains and Losses

	Yes	No	Org.	
Question	✓	✓	Page	Inclusion Reminders and Other Information
40 Did you sell any stocks, bonds, or other investment property? Note: Do NOT hand-write each transaction in the organizer. We accept and prefer electronic information.	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include form(s) 1099-B for stock sales <u>and</u> ALL pages of realized gains and losses from your broker. Be sure to check for missing cost amounts!</i>
41 Did you sell any "qualified small business stock"?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>There are specific rules to qualify for this exclusion.</i>
42 Did you buy, sell, or receive an award of employer stock?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include your final paystub for 2019.</i>
43 Did you sell a collectible item for a profit?	<input type="checkbox"/>	<input type="checkbox"/>	17	
44 Did you receive, sell, or exchange any virtual currency in 2019 (including if your bitcoin forked)?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Contact us if you had any of these transactions in the past that you did not already report.</i>
45 Did you exercise any employer stock options?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include all exercise statements and employer supplied documentation to establish the tax basis.</i>
46 Did you acquire any employer restricted stock and make an IRC 83(b) election?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Provide a copy of the election as this needs to be included with your federal tax return.</i>
47 Did you sell or exchange any <u>business</u> or <u>rental</u> real estate?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include form(s) 1099-S & settlement statements.</i>
48 Did you sell a principal residence? If yes, was it used as a principal residence for at least 2 of the last 5 years before the sale? Was it ever rented? Was it acquired by any of the following: Inheritance? Gift? IRC 1031 exchange? Reinvestment from a prior residence sold before May 7, 1997? Did you receive a homebuyer credit for the property in 2008 - 2010?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include ALL settlement statements.</i>
49 Does an unrelated party owe you money which became uncollectible this year?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Indicate the name, address, date of original loan and amount of loss in the organizer.</i>



Gains and Losses (continued)

	Yes ✓	No ✓	Org. Page	
Question				Inclusion Reminders and Other Information
50 Did you incur a loss because of damaged or stolen property (including disaster or flood losses) that exceeds 10% of your income OR that was related to your business?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Include specific details, including date of loss, original cost, insurance reimbursement, value at time of loss and description of item(s) damaged or stolen.</i>
51 Did you live in a Presidentially declared 2019 disaster area?	<input type="checkbox"/>	<input type="checkbox"/>	17	<i>Available at https://www.fema.gov/disasters/year/2019</i>

Personal Deductions and Credits

	Yes ✓	No ✓	Org. Page	
Question				Inclusion Reminders and Other Information
52 Did you include in the organizer all real property taxes paid?	<input type="checkbox"/>	<input type="checkbox"/>	25	
53 Did you include in the organizer all fees paid to the DMV for personal vehicle registrations? Number of vehicles included	<input type="checkbox"/>	<input type="checkbox"/>	25	<i>You can look up your DMV payments at: https://mv.dmv.ca.gov/FeeCalculatorWeb/vlfForm.do or find it on your DMV registration slip.</i>
"Personal property taxes, Line 18"				
54 Did you purchase a new vehicle, aircraft, or boat?	<input type="checkbox"/>	<input type="checkbox"/>	25	<i>Include the purchase contract.</i>
55 Did you have long-term care insurance or pay for long-term care services?	<input type="checkbox"/>	<input type="checkbox"/>	25	<i>If self-employed, use page 24 instead of page 25.</i>
56 Do you have documentation from your charities for ALL charitable contributions that you included in the organizer? Were any of these donations for a fundraising event (i.e. auction)?	<input type="checkbox"/>	<input type="checkbox"/>	25	<i>For donation substantiation requirements, go to our website and click F&P Highlights. "Goods or services received" are not deductible.</i>
57 Did your total non-cash donations exceed \$500?	<input type="checkbox"/>	<input type="checkbox"/>	26	<i>We need a detailed list of descriptions, dates & charities.</i>
58 Did you donate a vehicle valued over \$500?	<input type="checkbox"/>	<input type="checkbox"/>	26	<i>Include form(s) 1098-C, original cost & purchase date.</i>
59 Did you move during 2019? If yes, date you moved _____ If yes, date your spouse moved _____	<input type="checkbox"/>	<input type="checkbox"/>		
60 Did you incur moving expenses due to a change of employment?	<input type="checkbox"/>	<input type="checkbox"/>	27	<i>No longer deductible for IRS, but some states allow.</i>
61 Did you use alcohol to fuel your business auto or equipment? If yes, how much alcohol was used? _____ (i.e. five beers, two mimosas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		<i>We joke, but there is a legitimate credit for the use of alcohol or cellulosic biofuels in the manufacturing of alcohol based-fuels in a taxpayer's business! The intent is to promote the use of alternative fuels and is calculated based on gallons sold or used.</i>
62 Did you pay interest on a higher education loan?	<input type="checkbox"/>	<input type="checkbox"/>	24	<i>Include form(s) 1098-E</i>
63 Did you pay for tuition, books or required computers for higher education?	<input type="checkbox"/>	<input type="checkbox"/>	38	<i>Include form(s) 1098-T</i>
64 Do you OWN an HSA (Health Savings Account)?	<input type="checkbox"/>	<input type="checkbox"/>	32.1	<i>Include your 12/31/19 statement, regardless of whether you had any contributions or distributions in 2019.</i>
65 Did you make a contribution to an HSA in 2019? If yes, amount contributed (if NOT already on W-2)	<input type="checkbox"/>	<input type="checkbox"/>	32.1	<i>Include form(s) 5498-SA (including annual earnings). Contribution deadline for 2019 is 4/15/20.</i>
66 Did you install any solar electric property to your primary residence?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include all purchase documents and manufacturers' certifications.</i>
67 Did you receive a rebate for an energy efficient auto or any other energy efficient improvement or purchase in 2019?	<input type="checkbox"/>	<input type="checkbox"/>	14.1	<i>This includes any rebate excluding rebates directly provided by the manufacturer. Examples include a local agency, government unit or utility company.</i>
68 Did you purchase a "qualified plug-in electric drive vehicle" in 2019? If yes, make and model of vehicle _____ If yes, date vehicle was actually received _____	<input type="checkbox"/>	<input type="checkbox"/>		<i>For a complete list, go to: www.irs.gov/businesses/qualified-vehicles-acquired-after-12-31-2009 Phaseouts have been initiated, so date acquired is needed.</i>

Mortgages and Debts

	Yes ✓	No ✓	Org. Page	
Question				Inclusion Reminders and Other Information
69 Did you pay mortgage interest?	<input type="checkbox"/>	<input type="checkbox"/>	25 p2	<i>Include form(s) 1098 and lender 12/31/19 statement.</i>
70 Did you refinance or take a home equity loan in 2019? If yes, term of new debt: <input type="checkbox"/> 15 yrs <input type="checkbox"/> 30 yrs <input type="checkbox"/> Other _____ If proceeds were received, provide a list of how they were used.	<input type="checkbox"/>	<input type="checkbox"/>	25 p2	<i>Include refinance final settlement statement, forms 1098 and lender annual activity statements. Cash received or debts paid off through a refinance have specific rules. Be sure to provide all details.</i>
71 Did you pay interest on a home equity line of credit? If yes, provide lender statement(s) with balance at 12/31/19.	<input type="checkbox"/>	<input type="checkbox"/>	25 p 2	<i>New law! Interest is not deductible if proceeds used for personal purposes, regardless of loan origination date. Include form(s) 1098 (or equivalent).</i>

Mortgages and Debts (continued)

Question	Yes ✓	No ✓	Org. Page	Inclusion Reminders and Other Information
72 Did you complete a loan modification in 2019?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include the final agreement.</i>
73 Did you have real estate property subject to foreclosure in 2019?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include form(s) 1099-A and/or 1099-C.</i>
74 Did you sell any real estate in a short sale transaction?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include form(s) 1099-A and/or 1099-C.</i>
75 Do your total outstanding mortgage balances on all personal residences exceed \$1 million (\$750,000 if home was purchased after 12/15/17)? (This does not include rentals, business, or investment properties.)	<input type="checkbox"/>	<input type="checkbox"/>		<i>Provide year end lender statements for all mortgages if the principal balance is not on your form 1098.</i>
76 Did you declare bankruptcy in 2019?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include the final bankruptcy decree.</i>
77 Did you receive a homebuyer credit for a 2008 home purchase?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Repayment of this credit began in 2010.</i>
78 Did you pay mortgage insurance premiums (PMI) on a home purchased or refinanced after 12/31/06?	<input type="checkbox"/>	<input type="checkbox"/>	25 p2	

Tax Withholdings, Estimates, and Payments

Question	Yes ✓	No ✓	Org. Page	Inclusion Reminders and Other Information
79 If you have an overpayment do you want it direct deposited?	<input type="checkbox"/>	<input type="checkbox"/>	3	Confirm bank information in organizer!
80 If you have a balance due, do you want it directly debited from your bank account? If yes, date you want your account debited _____	<input type="checkbox"/>	<input type="checkbox"/>	3	<i>The balance due will be withdrawn from the account you have included in the organizer.</i>
81 If you have a balance due, do you need an installment agreement to pay the taxes?	<input type="checkbox"/>	<input type="checkbox"/>		<i>There are additional government handling fees. For information on setting up your own payment plan, go to F&P Highlights on our website.</i>
82 If you pay estimates, do you want them directly debited from your bank account each quarter for 2019?	<input type="checkbox"/>	<input type="checkbox"/>	3	<i>The amounts will be withdrawn from the account you have included in the organizer.</i>
83 Do you want us to prepare your 2020 estimated tax vouchers? If yes, do you want all or part of your 2019 overpayment applied to your 2020 estimates? If yes, do you expect any changes in your withholding taxes for the year 2020?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include a current 2019 year-to-date paystub of all jobs for you and your spouse.</i>
84 Do you want paper vouchers for your tax payments?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Not needed if you pay electronically.</i>
85 Did you purchase any items acquired out-of-state, online, or by mail-order from an out-of-state retailer that did not include sales tax? For California taxpayers only: If yes, did any one purchase exceed \$1,000? If yes, indicate the total amount of purchases in 2019 \$ _____ If no, you can use <i>either</i> a safe harbor or the actual amount. <input type="checkbox"/> Use safe harbor <input type="checkbox"/> Use actual purchases, which is \$ _____	<input type="checkbox"/>	<input type="checkbox"/>		<i>Be sure to keep adequate records and report ALL purchases that did not include sales tax for your state of residency. CA is cracking down! The FTB is sending letters asking WHY you didn't have any use tax, so be sure to consider this question carefully! The safe harbor is approximately 0.035% of your adjusted gross income (i.e. \$66 if AGI is \$190,000).</i>
86 Did you pay wages of \$2,000 or more during the year to household workers, not including amounts paid to an agency?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Include payroll reports. The W-2 to your employee is due by 1/31/20.</i>
87 Do you want us to review your withholding amounts for 2019?	<input type="checkbox"/>	<input type="checkbox"/>		<i>Please send us year-to-date paystubs after 5/1/20.</i>

Remember - "more is better" when deciding what documents to send us. More and more detail is being required by the IRS and state agencies. Additionally, it takes us less time to prepare a tax return when we have all documents available. We'll return everything...we promise!

