

# TAX ORGANIZER

## CAPE CORAL ACCOUNTING SERVICE, Inc

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(If you are a new client, please send a copy of last year's tax return)

### FOR TAX YEAR

Your Name	S.S. #    -    -	Birthdate    /    /
Spouses Name	S.S. #    -    -	Birthdate    /    /
Mailing Address	Home Phone Number (    )    -	Work or Cell Phone Number (    )    -
		E-mail Address

### DEPENDENTS

NAME	S.S. #	D.O.B.	RELATIONSHIP

Was there anyone else you contributed support that resides in the U.S., Canada or Mexico?

NAME	S.S. #	D.O.B.	RELATIONSHIP	% SUPPORTED	INCOME OF PERSON
					\$
					\$

Are court orders or custodial agreements required in order for you to claim any dependent? \_\_\_\_\_ If "YES", please provide details.

### CHILD OR DEPENDENT CARE

Did you pay a baby-sitter last year?

NAME OF SITTER	S.S. # or EIN #	ADDRESS	AMT. PD.
			\$
			\$

If your sitter is an adult & works in your home, you are required to file W-2 forms by January 31. If you want us to prepare these forms contact us right away.

### ESTIMATED TAXES

CREDIT FROM PRIOR YEAR'S VOUCHER PAYMENTS	FIRST QUARTER (APRIL 15)	SECOND QUARTER (JUNE 15)	THIRD QUARTER (SEPT. 15)	FOURTH QUARTER (JAN. 15)	TOTAL FOR YEAR
Federal					
\$	\$	\$	\$	\$	\$
State					
\$	\$	\$	\$	\$	\$

# INCOME

**Wages, Salaries, Tips, Etc. (Attach W-2s)**

**Interest income from Seller-Financed Mortgages & Individuals:**

NAME	S.S. #	ADDRESS	AMOUNT
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**Interests from Banks & Financial Institutions (Attach 1099 Int)**

Include all that have your Social Security number on them.

NAME	AMOUNT	NAME	AMOUNT
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Did you sell or turn in any U.S. Savings Bonds? YES  NO

If yes, please list information: \_\_\_\_\_

**Nontaxable Interest: (Attach Information)**

Did you have any foreign bank accounts? YES  NO

If yes, please explain \_\_\_\_\_

Did you have any penalties on Early Withdrawal of Savings Certificates? YES  NO

If yes, list or attach information \_\_\_\_\_

**Dividends: (Attach 1099Div's) Capital Gain Distributions: (Attach 1099B's) Education Distributions: (Attach 1099Q's)**

**Nontaxable Distributions: (Attach 1099s)**

**Pensions: (Attach 1099Rs)**

**Exclusions of Reinvested Dividends from Public Utility: Attach Information. Did you serve in a Combat Zone? \_\_\_\_\_**

Did you **Contribute** to your pension plan? \_\_\_\_\_ If yes, have you already recovered your contribution? \_\_\_\_\_

Did you have any **Rollovers**? \_\_\_\_\_ If yes, Attach 1099 Distribution & Rollover papers

**Alimony:** How much did you receive? \$ \_\_\_\_\_ **Payer:** \_\_\_\_\_ **S.S. #:** \_\_\_\_\_

## OTHER INCOME

Estate & Trusts	\$ _____	(Attach K-1s)	Jury Duty	\$ _____
S-Corporations	\$ _____	(Attach K-1s)	Other	\$ _____
Partnerships	\$ _____	(Attach K-1s)	Other	\$ _____

Did you have any tips that you did not report to your employer? If not reported, how much did you receive? \$ \_\_\_\_\_

Prizes & Awards \$ \_\_\_\_\_ State Tax Refund \$ \_\_\_\_\_ Unemployment Compensation \$ \_\_\_\_\_

Lump Sum Distributions \$ \_\_\_\_\_ (Attach 1099R's) Gambling Winnings (Attach W-2 G's) \$ \_\_\_\_\_

### Gains & Losses from Sale of Property, Stock, Etc. (Attach 1099 B's)

Description	Date Bought	Date Sold	Sale Price	Cost & Expense	Gain or Loss
_____	____/____/____	____/____/____	\$ _____	\$ _____	\$ _____
_____	____/____/____	____/____/____	\$ _____	\$ _____	\$ _____
_____	____/____/____	____/____/____	\$ _____	\$ _____	\$ _____

**SALE OF RESIDENCE** - Please send or bring escrows of purchase & sale of new house. Also list improvements on old house.

### DID YOU HAVE ANY OTHER INCOME FROM ANY OTHER SOURCE?

Source	_____	Amount	\$ _____
Source	_____	Amount	\$ _____
Source	_____	Amount	\$ _____

### SOCIAL SECURITY

How much did you receive? \$ \_\_\_\_\_ How much did your spouse receive? \$ \_\_\_\_\_ (Attach SSA 1099s)

If you paid any individuals or Partnership \$600.00 or more for rent or services for business purposes, you are required to file 1099s prior to January 31. If you would like us to prepare these, please contact us right away.

**FARM INCOME** - If you had any Farm Income, attach or bring in the information.

## SELF EMPLOYED BUSINESS INCOME

What is the main business activity? \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_

**HOW MUCH IS YOUR GROSS BUSINESS INCOME?** \$ \_\_\_\_\_ (Attach 1099 Misc)

**COST VALUE INVENTORY ON HAND AT END OF YEAR?** \$ \_\_\_\_\_

Merchandise	\$ _____	Real Estate Taxes	\$ _____
Costs of Goods	\$ _____	Other Taxes & Licenses	\$ _____
Materials & Supplies	\$ _____	Travel (no meals)	\$ _____
Advertising	\$ _____	Meals & Entertainment	\$ _____
Bad Debts	\$ _____	Utilities & Telephone	\$ _____
Car & Truck Expense	\$ _____	Wages & Salaries	\$ _____
Commissions	\$ _____	Bank Service Charges	\$ _____
Insurance (other than health)	\$ _____	Tools	\$ _____
Mortgage Interest	\$ _____	Uniforms	\$ _____
Other Interest Paid	\$ _____	Safety Items	\$ _____
Legal & Professional Fees	\$ _____	Freight & Shipping	\$ _____
Office Expenses	\$ _____	Dues & Publications	\$ _____
Rent on Business Property	\$ _____	Laundry & Cleaning	\$ _____
Equipment Rentals	\$ _____	(other)	\$ _____
Repairs	\$ _____	(other)	\$ _____
Supplies	\$ _____	(other)	\$ _____

### BUSINESS VEHICLE QUESTIONS

Description of Vehicle \_\_\_\_\_  
 Date placed in service \_\_\_\_\_  
 Total miles driven in \_\_\_\_\_  
 Is another vehicle available for personal use? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Was vehicle available during off duty hours? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Was vehicle used primarily by a greater than 5% owner or related person? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you have evidence to support the business use claimed? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If "YES" is the evidence written? Yes \_\_\_\_\_ No \_\_\_\_\_

### BUSINESS USE OF HOME

Date acquired residence \_\_\_\_\_  
 Date placed residence in service for home business \_\_\_\_\_  
 Cost (include land for residence only) \_\_\_\_\_ Value of Land \_\_\_\_\_  
 Did you make any improvements to home? \_\_\_ If "YES" please provide Description \_\_\_\_\_ Cost \_\_\_\_\_ Date \_\_\_\_\_  
 Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage: (square footage) \_\_\_\_\_  
 Total area of Home (square footage) \_\_\_\_\_  
 Home owners Insurance paid \$ \_\_\_\_\_  
 Flood Insurance paid \$ \_\_\_\_\_  
 Repairs and maintenance \$ \_\_\_\_\_  
 Utilities paid \$ \_\_\_\_\_  
 Other expenses \$ \_\_\_\_\_ Description \_\_\_\_\_

## RENTAL PROPERTY DESCRIPTION

What type of property is the rental? (i.e. four bedroom house, warehouse, trailer park, etc.)

RENTAL 1 \_\_\_\_\_ RENTAL 2 \_\_\_\_\_ RENTAL 3 \_\_\_\_\_

When did you purchase your rental property? (Mm/Yy)

RENTAL 1.....\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ RENTAL 2.....\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ RENTAL 3 .....\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

How much did the rental property cost you?

RENTAL 1 \$ \_\_\_\_\_ RENTAL 2 \$ \_\_\_\_\_ RENTAL 3 \$ \_\_\_\_\_

Did you have any Farm Rental Income? \_\_\_\_\_ If yes, attach information. Did you have any Royalties? \_\_\_\_\_ If yes, attach information & 1099s. Did you receive an Education Distribution? \_\_\_\_\_

## INCOME FROM PROPERTY RENTAL RENTAL INCOME & EXPENSES (continued)

	RENTAL 1	RENTAL 2	RENTAL 3
Rents Received (Attach all 1099s)	\$ _____	\$ _____	\$ _____
Advertising Costs	\$ _____	\$ _____	\$ _____
Association Dues	\$ _____	\$ _____	\$ _____
Auto & Travel	\$ _____	\$ _____	\$ _____
Cleaning & Maintenance	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Gardening	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____
Legal & Professional Fees	\$ _____	\$ _____	\$ _____
Licenses & Permits	\$ _____	\$ _____	\$ _____
Management Fees	\$ _____	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____	\$ _____
Mortgage Interest	\$ _____	\$ _____	\$ _____
Other Interest Paid	\$ _____	\$ _____	\$ _____
Painting & Decorating	\$ _____	\$ _____	\$ _____
Painting Equipment (brushes, ladders, etc.)	\$ _____	\$ _____	\$ _____
Pest Control	\$ _____	\$ _____	\$ _____
Plumbing & Electrical	\$ _____	\$ _____	\$ _____
Repairs	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Cleaning Supplies	\$ _____	\$ _____	\$ _____
Tools	\$ _____	\$ _____	\$ _____
Taxes	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____
Wages & Salaries	\$ _____	\$ _____	\$ _____
Other (list)	\$ _____	\$ _____	\$ _____
Other (list)	\$ _____	\$ _____	\$ _____
Other (list)	\$ _____	\$ _____	\$ _____

## DEDUCTIONS (CONTINUED)

### MEDICAL

Transportation (mileage) \_\_\_\_\_ Prescription Drugs \$ \_\_\_\_\_

NAME	Amount Paid After Insurance Reimbursement
Doctors: _____	\$ _____
_____	\$ _____
_____	\$ _____
Dentists: _____	\$ _____
_____	\$ _____
_____	\$ _____
Orthodontists: _____	\$ _____
_____	\$ _____
_____	\$ _____
Practitioners: _____	\$ _____
_____	\$ _____

NAME	Amount Paid After Insurance Reimbursements
Specialists: _____	\$ _____
_____	\$ _____
_____	\$ _____
Chiropractors: _____	\$ _____
_____	\$ _____
_____	\$ _____
Hospitals: _____	\$ _____
_____	\$ _____
_____	\$ _____
Health Insurance: _____	\$ _____
_____	\$ _____

Transportation & Lodging\_ \$ \_\_\_\_\_ Long-term Care Insurance Premiums \$ \_\_\_\_\_

Prenatal Care	\$ _____	Diabetic Expense	\$ _____
Eyeglasses	\$ _____	Hearing Aids	\$ _____
X-Rays	\$ _____	Lab Fees	\$ _____
Medical Lodging	\$ _____	Weight Loss Expense	\$ _____
Therapy Equipment	\$ _____	Stop smoking Expense	\$ _____
Medical Supplies & Appliances	\$ _____		\$ _____
Prosthesis Expense	\$ _____		\$ _____
Health Required Home Improvements	\$ _____		\$ _____
Postnatal Care	\$ _____		\$ _____

### TAXES

Did you pay State Income Taxes last year? \_\_\_\_\_ How much? \$ \_\_\_\_\_  
 Did you pay State Income Taxes last year for prior years? \_\_\_\_\_ How much? \$ \_\_\_\_\_  
 Did you pay Sales Tax on Major Purchases last Year? \_\_\_\_\_ How much? \$ \_\_\_\_\_ Description? \_\_\_\_\_

Auto License Fees	\$ _____	Auto Sales Tax	\$ _____
Real Estate Taxes	\$ _____	Property Taxes	\$ _____
Irrigation Taxes	\$ _____	Personal Property Taxes	\$ _____
Boat Taxes	\$ _____	Other Taxes	\$ _____

Did you buy any cars, boats, motorcycles, R.V.s, trailers, mobile homes, airplanes, etc.? \_\_\_\_\_ (Attach Information.)

## DEDUCTIONS (CONTINUED)

**INTEREST:** (Attach all 1098s)

1ST HOME	NAME	AMOUNT	2ND HOME	NAME	AMOUNT
Mortgages.....	_____	\$ _____	Mortgages.....	_____	\$ _____
2nd Home Mortgage...	_____	\$ _____	2nd Home Mortgage...	_____	\$ _____
Late Charges.....	_____	\$ _____	F.H.A. Charges	_____	\$ _____
PMI (new in 2007)	_____	\$ _____	Real Estate Loan Fees	_____	\$ _____
College Loan Interest	_____	\$ _____	Points .....	_____	\$ _____
College Loan Interest	_____	\$ _____	College Loan Interest	_____	\$ _____

## DEDUCTIONS (CONTINUED)

**CONTRIBUTIONS (Must be supported by receipts and/or cancelled checks. Must provide details in attachment)**

Churches	\$ _____	Payroll Deductions	\$ _____
Missions	\$ _____	United Way	\$ _____
Evangelists	\$ _____	Boy – Girl Scouts	\$ _____
Bazaar	\$ _____	Salvation Army	\$ _____
Public Schools	\$ _____		\$ _____
Jaycees	\$ _____		\$ _____
Heart Fund	\$ _____		\$ _____
Cancer Fund	\$ _____		\$ _____

Did you donate any non-cash items such as food, furniture or used clothing? Items must be of “good” or better condition. Donation must be supported with receipts. Please attach all receipts listing description of item(s) donated and fair market value.

Charitable miles driven: \_\_\_\_\_

### MISCELLANEOUS

Gambling Losses (Must include attachment)	\$ _____	Spouse Union Dues	\$ _____
Tax Preparer Fee	\$ _____	Audit Fees	\$ _____
Extension Fees	\$ _____	Business Dues	\$ _____
Books & Publications	\$ _____	Safety Items	\$ _____
Fire Retardant Clothing	\$ _____	Safety Boots	\$ _____
Protective Eye Wear	\$ _____	Mosquito Spray	\$ _____
Gloves	\$ _____	Work Watch	\$ _____
Tools	\$ _____	Flashlights	\$ _____
Batteries	\$ _____	Water Jugs	\$ _____
Uniforms	\$ _____	Telephone for Business	\$ _____
Cleaning	\$ _____	Protective Headgear	\$ _____
Investment Expense	\$ _____	Sales & Promo Costume	\$ _____
Adoption Expense	\$ _____	Safety Deposit Box	\$ _____
Record Keeping Costs	\$ _____	Safety Glasses	\$ _____
Union Dues	\$ _____	Other ( list )	\$ _____

### CONTINUED EDUCATION & 1ST TWO YEARS COLLEGE STUDENT CREDIT

Name of Student	_____	Student S.S. #	_____
Name of Institution	_____	Travel Expense	\$ _____
Education Purpose	_____	Tuition Expense	\$ _____
Dates Attended	_____	Supplies Expense	\$ _____

Name of Student	_____	Travel Expense	\$ _____
Name of Institution	_____	Tuition Expense	\$ _____
Education Purpose	_____	Supplies Expense	\$ _____
Dates Attended	_____		

# EMPLOYEE BUSINESS EXPENSE

Form 2106 (misc. itemized deduction)

Did you use your personal vehicle to run errands, chase parts, carry job tools, etc. for your employer? Include Job Hunting.  
Please explain: \_\_\_\_\_

How many miles did you drive for the year? \_\_\_\_\_

How many miles did you drive for business? \_\_\_\_\_

Description of vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Did you purchase an automobile last year? \_\_\_\_\_ please enclose purchase papers.

Auto License Fee \$ \_\_\_\_\_

Auto Interest \$ \_\_\_\_\_

Auto Sales Tax \$ \_\_\_\_\_

Parking & Tolls \$ \_\_\_\_\_

## OPTIONAL

Oil & Lubrication \$ \_\_\_\_\_

Washing & Polishing \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Fuel \$ \_\_\_\_\_

Auto Club \$ \_\_\_\_\_

Tires, Batteries, Etc. \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Other ( list ) \$ \_\_\_\_\_

## TRAVEL & EXPENSES OTHER THAN AUTO

Plane & Rail Fares \$ \_\_\_\_\_

Taxi & Public Transit \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Telephone, Fax, Postage \$ \_\_\_\_\_

Laundry & Cleaning \$ \_\_\_\_\_

Bus Fares \$ \_\_\_\_\_

Car Rentals \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Tips & Baggage Charge \$ \_\_\_\_\_

Other ( list ) \$ \_\_\_\_\_

## SALES EXPENSE

Lunches, Dinners, Etc. \$ \_\_\_\_\_

Organization Dues \$ \_\_\_\_\_

Stationary & Postage \$ \_\_\_\_\_

Long Distance Phone \$ \_\_\_\_\_

Show & Event Tickets \$ \_\_\_\_\_

Gifts \$ \_\_\_\_\_

Basic Phone \$ \_\_\_\_\_

Other ( list ) \$ \_\_\_\_\_

## MISCELLANEOUS QUESTIONS

Did your marital status change during the year? Yes \_\_\_ No \_\_\_ Status \_\_\_\_\_

Did your address change during the year? \_\_\_\_\_ If "YES" enter New Address \_\_\_\_\_

Could you or your spouse be claimed as a dependent on another person's return? Self \_\_\_\_\_ Spouse \_\_\_\_\_

Did any of your children under the age of 18 have investment income in excess of \$1.800? \_\_\_\_\_

Do you or your spouse wish to contribute \$3 to the presidential Election campaign (Will not affect your refund or balance due)?  
Self \_\_\_\_\_ Spouse \_\_\_\_\_

Did you provide over half the support for any other person during tax year? \_\_\_\_\_ If "YES" please provide  
Name \_\_\_\_\_ SSN# \_\_\_\_\_ Relationship \_\_\_\_\_

Did you incur any adoption expenses during tax year? Yes \_\_\_ No \_\_\_

Were you or your spouse permanently and totally disabled during tax year? \_\_\_\_\_ If "YES" Self or Spouse

Did you receive any disability payments during the tax year? Yes \_\_\_ No \_\_\_ How much? \_\_\_\_\_ From  
who? \_\_\_\_\_

Were there any changes in dependents during the tax year? Yes \_\_\_ No \_\_\_ If "YES", please provide details.

Did you earn any foreign income or pay any foreign taxes in the tax year? If "YES" please provide details.

Did you receive unreported tips? \_\_\_\_\_ Unreported Tip Amount: \$ \_\_\_\_\_

Did you incur any non business bad debts? \_\_\_\_\_ If "YES" please provide supporting documents.

Did you buy or sell any stocks or bonds? \_\_\_\_\_ If "YES" please provide supporting documents.

Did you use the proceeds from Series EE or I U.S. savings bonds purchases after 1989 to pay for higher education expenses?  
\_\_\_\_\_ If "YES" please provide supporting documents.

Were you a party to any installment sales of property or receive installment sale income? \_\_\_\_\_ If "YES", please provide details  
of the buyer, property sold and date of sale, principal received and interest received.

Did you purchase, sell, refinance or foreclosed on your principal residence or second home, or did you take a home equity loan?  
\_\_\_\_\_ If "YES", please provide details of activity.

Did you add any energy efficient improvements (air conditioner, solar energy, solar water heating, fuel cell, small wind energy or a  
geothermal heat pump) to your home? \_\_\_\_\_ If "YES", please attach receipts of purchase and manufacturer certification.

Were you or was any of your property located in a federally declared disaster area, such as those affected by any flooding or  
Hurricanes? \_\_\_\_\_ **If "YES" please provide documents and completed attachment at the end of this organizer for  
Casualty Loss.**

Did you purchase a new hybrid vehicle \_\_\_\_\_ If "YES" please attach supporting documents from dealer.

Did you make any modifications to your home for the handicapped? Please Describe: \_\_\_\_\_  
Cost of modifications \$ \_\_\_\_\_

Did you move last year? \_\_\_\_\_ How many miles did you move? \_\_\_\_\_ Date Moved \_\_\_/\_\_\_/\_\_\_  
Transportation Cost \$ \_\_\_\_\_ Storage Cost \$ \_\_\_\_\_ Travel & Lodging \$ \_\_\_\_\_  
How much were you reimbursed that was not included in your wages? \$ \_\_\_\_\_

Did you or your spouse contribute to a REGULAR IRA, ROTH IRA, SIMPLE or KEOGH? Self \$ \_\_\_\_\_ Spouse \_\_\_\_\_



Do you or your spouse have a retirement plan at work? Self \_\_\_\_\_ Spouse \_\_\_\_\_

Did you or your spouse convert part or all of your traditional IRA, SEP or SIMPLE IRA to a ROTH IRA? SELF \_\_\_\_\_ Spouse \_\_\_\_\_

Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution? \_\_\_\_\_ If "YES" please provide supporting documents.

If you paid any alimony, enter Recipient's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Alimony Paid: \_\_\_\_\_

Did you incur a casualty or theft losses? \_\_\_\_\_ If "YES", please provide details.

If you are due a refund on your taxes, do you want the refund directly deposited into your bank/financial institution? \_\_\_\_\_

Institution Name: \_\_\_\_\_ RTN #: \_\_\_\_\_

Account #: \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_

Do you or your spouse own or have signature authority over a bank account located outside the United States? \_\_\_\_\_ If "YES", please provide details on the account.

May the IRS discuss your tax return with your preparer? \_\_\_\_\_

Were you notified or audited by either the IRS or a State taxing agency? \_\_\_\_\_

Do you want your return electronically filed? \_\_\_\_\_

MANDATORY ACA QUESTIONNAIRE

**Primary Tax Payer**

Did you have qualifying health insurance coverage ALL 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, how many months did you have coverage? \_\_\_\_\_

Did you receive an Advanced Premium Tax Credit? Yes \_\_\_\_\_ No \_\_\_\_\_

Tax credit received and amount from whom? \_\_\_\_\_

Include Form 1095-B, 1095-C or other proof of insurance.

**SPOUSE**

Did your spouse have qualifying health insurance coverage ALL 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, how many months did you have coverage? \_\_\_\_\_

Did you receive an Advanced Premium Tax Credit? Yes \_\_\_\_\_ No \_\_\_\_\_

Tax credit received and amount from whom? \_\_\_\_\_

Include Form 1095-B, 1095-C or other proof of insurance.

**DEPENDENTS**

Did your dependents have qualifying health insurance coverage ALL 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, how many months did you have coverage? \_\_\_\_\_

Did you receive an Advanced Premium Tax Credit? Yes \_\_\_\_\_ No \_\_\_\_\_

Tax credit received and amount from whom? \_\_\_\_\_

Include Form 1095-B, 1095-C or other proof of insurance.

Did any dependent in your tax household have income? Yes \_\_\_\_\_ No \_\_\_\_\_ if Yes, attach income documents

In the event you do not have qualified health insurance for the entire year for your entire household, please provide us with the following information regarding insurance coverage for all members of your household. In the absence of the completion of the above items, and the absence of you providing us with information regarding an exemption from the requirement to provide health insurance we will calculate the penalty and include it with your return.

Name	Period of Coverage	Insurer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Mandatory E-file Information**

If you are due a refund on your taxes, do you want the refund directly deposited into your bank/financial institution? \_\_\_\_\_

Institution Name: \_\_\_\_\_

RTN #: \_\_\_\_\_

Account #: \_\_\_\_\_

Checking \_\_\_\_\_ Savings \_\_\_\_\_

If you have a tax liability on your taxes, do you want the liability debited from your bank/financial institution? \_\_\_\_\_

Bank name \_\_\_\_\_

RTN# \_\_\_\_\_

ACCT# \_\_\_\_\_

Checking \_\_\_\_\_ Savings \_\_\_\_\_

**ALL RETRUNS WILL BE E-FILED UNLESS STATED OTHERWISE**

**I do not wish to have my return e-filed**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Tax Return Engagement Letter

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This letter is to confirm our understanding for the preparation of your tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

We will prepare your individual federal and, if necessary, state income tax returns. Your returns will be prepared from information you provide to us in accordance with the appropriate income tax laws and regulations. We will not audit but otherwise may verify the data you submit to us, although it may be necessary to ask you for clarification of some of the data.

We will contact you in writing or by email should we require additional information or clarification to complete your returns. We will not continue to prepare your tax return until all additional information has been received and/or questions answered by you.

It is your responsibility to provide all information required for the preparation of complete and accurate income tax returns. You should retain all supporting documents, canceled checks and any other data that forms the basis of income and deductions reported on the tax returns. Note that some items such as auto expenses, travel expenses, and certain charitable contributions require contemporaneous written records to allow a deduction. If you should submit tax documents, complete or in part, with insufficient time for the firm to prepare a complete and accurate return timely or if the you do not provide the firm with adequate time to respond to a request by the Internal Revenue Service, you will not hold Cape Coral Accounting Service Inc., responsible for late submission or delay of your tax return.

We will use professional judgment in resolving questions where the tax law is unclear or there is conflicting authority for the tax position, utilizing the "more likely than not" sustainable position approach to resolving the question.

You have the final responsibility for the accuracy and completeness of your income tax returns and therefore, you should review them carefully before you sign and file them with the tax authorities.

After all information has been delivered to our office, please allow two to three weeks' time for completion of your returns. We will contact you when your return is completed. Tax return information received in our office after March 21, may cause your returns to be placed on a filing extension. Please note that an extension of time for filing the tax return does not extend the time for paying any tax due.

If your returns are selected for audit or if you receive notices from any taxing authority, we are available to assist you in those matters. Fees for any additional services will be billed separately from the preparation of your returns.

Our fees for the preparation of your income tax returns are due and payable upon presentation of your returns. Payment may be made by cash, check or credit card. A service charge of 1-1/2 percent per month will be charged on all open balances over 30 days old.

Our company Privacy Policy is posted online at our website, for your review.

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### DECLARATION:

**I/We have provided the information on this form to the best of my/our knowledge and hereby declare it is complete and ready for the preparation of my/our income tax returns. For the deductions shown, I/We acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to IRC Section 274(a) and can fully substantiate such deductions. I/We acknowledge and confirm the arrangements for preparation of my/our income tax returns.**

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TAXPAYER SIGNATURE (must be signed)

---

DATE

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SPOUSE SIGNATURE (must be signed)

---

DATE

**Disclosure: We are informing you that any U.S. federal tax advice contained in this document is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.**



## Donated Goods Valuation Guide

Appliances			Miscellaneous			Furniture (Continued)		
	Low	High		Low	High		Low	High
Air Conditioner	20.00	90.00	Answering Machine	10.00	30.00	Mattress (Double)	12.50	75.00
Dryer	45.00	90.00	Bicycle	5.00	80.00	Mattress (Single)	15.00	35.00
Electric Stove	75.00	150.00	Board Game	1.00	3.00	Playpen	3.75	30.00
Gas Stove	50.00	125.00	Book (Hardback)	1.00	3.00	Rugs	20.00	90.00
Heaters	7.50	22.00	Book (Paperback)	0.75	1.50	Secretary	50.00	140.00
Microwave	10.00	50.00	CD	2.00	5.00	Sleeper Sofa (With Mattress)	85.00	300.00
Refrigerator (Working)	75.00	250.00	Computer Monitor	5.00	50.00	Sofa	35.00	200.00
TV (Color, Working)	75.00	225.00	Computer Printer	5.00	150.00	Trunk	5.00	70.00
Washing Machine	40.00	150.00	Computer System	100.00	400.00	Wardrobe	20.00	100.00
<b>Children's Clothing</b>			Copier	40.00	200.00	<b>Men's Clothing</b>		
Blouse	2.00	8.00	DVD	2.00	5.00	Jacket	7.50	25.00
Boots	3.00	20.00	DVD Player/VCR	8.00	15.00	Overcoat	15.00	60.00
Coat	4.50	20.00	Edger	5.00	25.00	Pajamas	2.00	8.00
Dress	3.50	12.00	Golf Clubs	2.00	25.00	Raincoat	5.00	20.00
Jacket	3.00	25.00	Ice Skates	3.00	15.00	Shirt	2.50	12.00
Jeans	3.50	12.00	Luggage	5.00	15.00	Shoes	3.50	25.00
Pants	2.50	12.00	Mower	25.00	100.00	Shorts	3.50	10.00
Shirt	2.00	6.00	Mower (Riding)	100.00	300.00	Slacks	5.00	12.00
Shoes	2.50	8.75	Radio	7.50	50.00	Suits	15.00	60.00
Skirt	1.50	6.00	Roller Blades	3.00	15.00	Sweater	2.50	12.00
Slacks	2.00	8.00	Sewing Machine	15.00	85.00	Swim Trunks	2.50	8.00
Snowsuit	4.00	19.00	Stereo	15.00	75.00	Tuxedo	10.00	60.00
Socks	0.50	1.50	Stuffed Animals	0.50	1.00	Undershirt	1.00	3.00
Sweater	2.50	8.00	Tennis Racket	2.00	5.00	Undershorts	1.00	3.00
Underwear	1.00	3.50	Typewriter	5.00	25.00	<b>Women's Clothing</b>		
<b>Household Goods</b>			Umbrella	2.00	6.00	Bathing Suit	4.00	12.00
Bakeware	1.00	3.00	Vacuum Cleaner	15.00	65.00	Bathrobe	2.50	12.00
Bedsprad/Quilt	3.00	24.00	<b>Furniture</b>			Blouse	2.50	12.00
Blanket	3.00	15.00	Bed (Full, Queen, King)	50.00	170.00	Boots	2.00	5.00
Chair/sofa Cover	15.00	35.00	Bed (Single)	35.00	100.00	Bra	1.00	3.00
Coffeemaker	4.00	15.00	Bedroom Set (Complete)	250.00	1000.00	Coat	10.00	40.00
Curtains	1.50	12.00	Carriage	5.00	100.00	Dress	4.00	20.00
Drapes	6.50	40.00	Chair (Upholstered)	25.00	100.00	Evening Dress	10.00	60.00
Fireplace Set	20.00	80.00	Chest	25.00	95.00	Foundation Garment	3.00	8.00
Floor Lamp	6.00	50.00	China Cabinet	85.00	300.00	Fur Coat	25.00	400.00
Glass/Cup	0.50	1.50	Clothes Closet	15.00	50.00	Fur Hat	7.00	15.00
Griddle	4.00	12.00	Coffee Table	15.00	65.00	Handbag	2.00	210.00
Kitchen Utensils	0.50	1.50	Crib (With Mattress)	25.00	100.00	Hat	1.00	8.00
Lamp	5.00	75.00	Desk	25.00	140.00	Jacket	4.00	12.00
Mixer/Blender	5.00	20.00	Dining Room Set (Complete)	150.00	900.00	Nightgown	4.00	12.00
Picture/Painting	5.00	200.00	Dresser (With Mirror)	20.00	100.00	Pants Suit	6.50	25.00
Pillow	2.00	8.00	End Table	10.00	50.00	Shoes	2.00	25.00
Plate	0.50	3.00	Folding Bed	20.00	60.00	Skirt	3.00	8.00
Pot/Pan	1.00	3.00	Hi Riser	35.00	75.00	Slacks	3.50	12.00
Sheets	2.00	8.00	High Chair	10.00	50.00	Slip	1.00	6.00
Throw Rug	1.50	12.00	Kitchen Cabinet	25.00	75.00	Socks	0.50	1.25
Towels	0.50	4.00	Kitchen Chair	2.50	10.00	Suit	6.00	25.00
			Kitchen Set	35.00	170.00	Sweater	3.75	15.00

**Caution:** These valuation ranges were obtained from the Salvation Army website ([www.salvationarmyusa.org](http://www.salvationarmyusa.org)) and are presented only as a general guideline. Other charities also provide valuation guides. A Charitable deduction for noncash items typically is the FMV of the goods donated. It is the taxpayer's responsibility to document the FMV of each item donated. The FMV of used household goods and clothing is usually much less than their original cost and depends on the condition and usefulness of the items donated. See IRS Publication, *Determining the Value of Donated Property*, for more information.

**Diary for Gambling Losses and Winnings**  
(Other than Slots)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

Date	Type of Wager/Gambling	Table #	Name and Address of Gambling Establishment	Name of Persons with You	Amount Won	Amount Lost	Source of Money
<b>Total</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>

