Tax Organizer
2024

American Tax & Accounting
(828) 324-4047

Name:

Primary: ________________________ SS # ____________ Birthdate: ____________

Spouse: ________________________ SS # ____________ Birthdate: ____________

Address: ____________________________ Phone # ________________

____________________________ County of Residence: ________________

Email Address: ________________________

Occupation: Taxpayer: ________________________ Spouse: ________________________

Taxpayer: ☐ 65 or over ☐ Blind/Disabled Spouse: ☐ 65 or over ☐ Blind/Disabled

Dependents:

Name	Birthdate	SS #	Relationship	Number of Months Live in your Home during 2024?	Full-time College Student?

If you have an IP PIN, List here: Primary: ________________ Spouse: ________________

Your **FILING STATUS** is determined on **December 31, 2024**
(Place an "X" beside your filing status below)

SINGLE

_____ Single

_____ Single, being claimed by someone else

_____ Single with a dependent child

_____ Single with a dependent relative (Child who is **NOT** a qualifying child, parent, grandparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, stepmother, stepfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, uncle, aunt, nephew, or niece)

HEAD OF HOUSEHOLD

_____ Single with a dependent child (you are custodial parent)

_____ Single with a dependent parent (Parents live with you or their home and you pay over half of the cost of maintaining their home)

_____ Married living apart from spouse for over 6 months of the year **and** paid over half of the cost of keeping up a home **and** that home was the main home of your child, stepchild, or foster child for over 6 months of the year.
Spouse must file MFS tax return.

MARRIED

_____ Married filing a joint tax return

_____ Married filing a separate return

_____ Married, check both ways for best advantage

First Time Here?

Bring a copy of your Last Year's Tax Returns

PLACE A "X" ON ALL ITEMS YOU HAVE FOR 2024

________	W-2 Forms	________	Form 1099-B	Broker Transactions
________	Interest / Dividend Income	________	Form 1099-C	Cancellation of Debt
________	Social Security	________	Form 1099-LTC	Long Term Care
________	Trust Income	________	Form 1099-K	Payments from goods/services
________	Unemployment (1099-G)	________	Form 1099-R	Retirement Income
________	Money from IRA/Roth IRA	________	Form 1099-NEC	Nonemployee Compensation
________	Cash-in US Savings Bonds	________	Form 1099-MISC	Income
________	Gambling Winnings (W-2G)	________	Form 1099-PATR	Co-op Payments
________	Marketplace Insurance (1095-A)	________	Form 1099-Q	529 College Savings Plan
________	Sell Land or Home	________	Form 1099-S	Sale of Real Estate
________	Student Load Interest	________	Sell Bitcoin or Cryptocurrency	
________	Teacher Classroom Expenses	________	Sch K-1 from Partnership	
________	Contribute to IRA or Roth IRA	________	Sch K-1 from "S" Corporation	
________	Alimony Received Date of Divorce: ________________________	________	Alimony Paid – SSN of Recipient ___________________________	
________	Other Income: _________________________	________	Student Loan Forgiveness	
________	Rental	________	Clergy	
________	Vacation/Short-Term Rental	________	Professional Gambler	
________	Land Rental	________	Ebay or Online Business	
________	Self Rental			

Required Minimum Distribution (RMD)

Yes or No:

____________ Were You or Your Spouse (if filing Jointly) Required to Receive a distribution from your IRA in 2024?

____________ Did you take this required distribution?

DEPENDENTS

****NOTE –** You must provide **proof** that any dependent that you claim is your dependent.
A copy of a school record, report card, child care provider statement, medical bill from a doctor or hospital, social service agency, health insurance document, financial institution statement, etc.
This statement **must** show the child's name with your address.

(Yes/No)

________ Did you have any changes in dependents during the year?

________ Did you pay over half of costs for your dependents that lived with you?

________ Could another person qualify to claim any of your dependents?

________ Do any of your children have income from interest and dividends over $2,600?

________ Did you pay child care or dependent care expenses so you could work in 2024?

________ Did your dependent receive income from a Trust, Inheritance, Prize, or Gift?

________ Did you have any children under the age of 19 or 19 to 23 year old students with unearned income of more than $1,250?

CHILD CARE EXPENSES (or Dependent Care)

Name of provider	Address	SSN or EIN	Amount Paid	Child's Name

Were the Child Care Expenses paid by You/Spouse ________ or Someone Else ________ Relationship _________________

EDUCATION EXPENSES (provide Form 1098-T and recipts for course materials, if any)

(Yes or No)

________ Did you pay tuition and fee expenses that were required for attending a college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)? Provide **Form 1098-T** from the college.

________ Is the student pursuing a degree or certificate or other credential?

________ Did you receive a distribution from a 529 College Savings Plan?
If yes, send **Form 1099-Q** and all receipts for expenses paid in 2024

________ Did you pay any student loan interest in 2024? How much ___________ (or send the form)

________ Have you completed 4 years of post-secondary education (at the beginning of the year)?

________ Student Loan Forgiveness (provide documentation)

GENERAL QUESTIONS

________ Did your address change since last Year?

________ Did any member of your household have healthcare coverage through the Marketplace **OR** receive a subsidy to reduce your insurance cost? Provide **Form 1095-A**

________ Did you receive a distribution or pay medical costs with a HSA plan?
You should receive a form for the amount of your distribution. Give me a copy.

________ Did you pay into a HSA outside of your employer or if Self Employed?

FOREIGN INCOME or ACCOUNTS

________ During 2024, did you receive as a reward, award, or payment or sell, exchange, give, or otherwise dispose of a digital asset?

________ Did you have any income from, or pay taxes to a foreign country?

________ Do you have signature authority on any foreign Bank/Broker account?

________ Did you receive any funds from a foreign trust, partnership, or inheritance?

________ Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?

NORTH CAROLINA, SOUTH CAROLINA, & OTHER STATES

________ What is your state of Residence? What state issued your Driver's License? ______________

________ Did you move in/out of NC in 2024? When did you move in/out of NC? ______________

________ (YES or NO) Did you or any family member make any purchases from out-of-state retailers that did not charge state sales tax?
If yes, how much was purchased? ____________________

________ (YES or NO) Are you retired US Armed Forces with at least 20 years of service or medically retired (not severance payments) or Survivor Benefit Plan to a beneficiary of a retired member?

BUSINESS QUESTIONS

________ Do you have a business? What do you do? ____

When did your business begin? ___________________________ Are you a LLC? ________________

Do you have employees? __________________________ Or a business partner? ________________

Do you have a business checking account? ____________

Did you receive a Form 1099-K? ____________

ESTIMATED INCOME TAXES PAYMENTS (not from W-2 or 1099 forms)

2024 Due Dates	Federal	North Carolina	Other State
1st Quarter – April 15, 2024	____________	____________	____________
2nd Quarter – June 15, 2024	____________	____________	____________
3rd Quarter – September 15, 2024	____________	____________	____________
4th Quarter – January 15, 2025	____________	____________	____________
Prior Years' Tax Payments (paid in 2024)			
2023	____________	____________	____________
2022 or earlier	____________	____________	____________

For clients who make ESTIMATED TAX payments

We can setup your FEDERAL and/or NORTH CAROLINA to automatically be drafted.

Estimated Tax Payment Dates for 2025: April 15, June 16, September 15, & January 15, 2026

NOTE – Auto Draft Estimated Tax Payments can only be setup at the time your 2024 Income Tax Return is electronically filed.

- ☐ Setup my Federal Estimated Tax payments to Auto Draft
- ☐ Setup my North Carolina Estimated Taxy payments to Auto Draft

If you **Owe**

We can set up your Balance Due payment to draft from your bank account on a date you specify up to April 15.

After April 15, it will draft when the return is process; 2-3 days normally.

- ☐ **Federal** ------ Setup my Balance Due to draft on this date: ____________________
- ☐ **North Carolina** ------ Setup my Balance Due to draft on this date: ____________________
- ☐ **(Name of State)** ________________ Setup my Balance to draft on: ____________________

REFUNDS

Up to 2 accounts are available.

If you want to split into 2 accounts,
What percentage for each account:

__________________ Account #1

__________________ Account #2

DIRECT DEPOSIT INFO

ACCOUNT #1

Owner of account: ☐ Taxpayer ☐ Spouse ☐ Joint

Type of account: ☐ Checking ☐ Traditional Savings ☐ Traditional IRA
☐ Treasury Direct ☐ Archer MSA Savings ☐ HSA Savings ☐ SEP IRA

Name of financial institution: ______________________________

Financial institution Routing Transit Number: ______________________________

Your account number: ______________________________

ACCOUNT #2

Owner of account: ☐ Taxpayer ☐ Spouse ☐ Joint

Type of account: ☐ Checking ☐ Traditional Savings ☐ Traditional IRA
☐ Treasury Direct ☐ Archer MSA Savings ☐ HSA Savings ☐ SEP IRA

Name of financial institution: ______________________________

Financial institution Routing Transit Number: ______________________________

Your account number: ______________________________

American Tax & Accounting

Agreement for the Preparation of an Income Tax Return

Thank you for choosing American Tax & Accounting to assist you in the preparation of your individual income taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your federal and state income tax returns (if applicable). We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify data you submit. An Organizer is available to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit.

The law imposes penalties when taxpayers underestimate their tax liability.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents as these items may be needed to prove accuracy and completeness of a return. We are not required to keep copies of your tax returns.

Our engagement to prepare your income tax returns will conclude with the delivery of your completed returns to you. If you are filing returns that are over 3 years past due, you will be solely responsible to file the returns with appropriate taxing authorities.

Payment for the preparation of income tax returns will be due upon completion or when you pick up your copy of the tax returns. You can choose to have a paper copy of your return, or an electronic copy. For the electronic copies, you must include your email address on the Main Info page. Additional copies are available for $45 per year for Federal returns, and $14 per year for State returns.

The client agrees to limit our liability for any claims they may make against us to the fee that they paid us for the return and all claims must be made within 180 days from the date the preparer signs the tax return.

This agreement is for income tax preparation only. If you receive any letter or notices from the government for the tax year(s) indicated below, we will explain the letter or notice to you, free of charge.

Extensions are **not** automatic. You **must request** that we file an Extension for you.

If you want us to file an "extension," indicate below. An extension of time to file is not an extension of time to pay. If a payment is due or expected to be due, it must be sent in with the extension. Failure to do so may result in penalties and interest being assessed.

Income Tax Return(s):

_____________ **Extension** (2024 only)

_____________ **Federal 1040**

Select Tax Year(s): ☑ **2024** ☐ 2023 ☐ 2022 ☐ 2021 ☐ 2020 ☐ Other: ____________________

State Income Tax: __________ **NC** ____________ SC Other State: _________ _________

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated

We appreciate your confidence in us. Please call if you have questions.

Wayne Kight EA, Accountant
American Tax & Accounting

____ ____________________
Client Signature *(print & sign)* Date