Tax Organizer
2022

American Tax & Accounting
(828) 324-4047

Name:
Taxpayer____________________ SS No. __________ Birthdate__________

Spouse ____________________ SS No. __________ Birthdate__________

Address:____________________ Telephone (Day) ____________________

____________________ Telephone (Evening)____________________

Email Address: Taxpayer:____________________ Spouse: ____________________

Occupation: Taxpayer:____________________ Spouse: ____________________

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

Dependents:

Name	Birthdate	Social Security Number	Relationship	Number of Months Lived in your Home during 2022?	Full-time Student?

Your FILING STATUS is determined on December 31, 2022

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 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

Ver3
31023

FOREIGN INCOME or ACCOUNTS

_____ Did you sell, exchange, send, purchase any Crypto Currency in 2022?

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

_____ Do you have signature authority on any foreign account or foreign asset?

_____ 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?

PLACE A "X" ON ALL ITEMS THAT YOU HAVE FOR 2022

_____ W-2 Forms	_____ Social Security Benefits
_____ Unemployment Income	_____ Retirement/Pension Benefits (Form 1099-R)
_____ Sell Home	_____ Alimony - Date of Divorce: _______________
_____ Sell Collectibles	_____ Sell Stocks, Bonds, etc (Form 1099-B)
_____ Cash US Savings Bonds	_____ Sell Business or Business Assets
_____ Rental Income	_____ Purchase Rental Property
_____ Sell Land	_____ Start a Business
_____ Receive a Form 1099-K	_____ Receive a Sch K-1 from a Partnership
_____ Debt Cancelled (Form 1099-C)	_____ Receive a Sch K-1 from a "S" Corporation
_____ Gambling Winnings (W-2G)	_____ Receive a Sch K-1 from a Trust/Estate
_____ Jury Duty Pay	_____ Distribution from an IRA (Form 1099-R)
_____ Teacher Classroom Expenses	_____ Contribute to a SEP (self employed pension)
_____ Distribution from ROTH IRA	_____ Contribute to a ROTH IRA
_____ Receive a Settlement	_____ Contribute to an IRA

NORTH CAROLINA, SOUTH CAROLINA, & OTHER STATES

_____ What is your state of Residence? What state issued your Drivers License? ________

_____ Did you move in/out of NC in 2022? When did you move in/out of NC? _______________

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

(NC Only) _____ Are your 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?

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.

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

______ Did all of your dependents live in your household for the entire year?

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

______ Do any of your children have income from interest, dividends, trust, etc.?

______ Did you pay child care or dependent care expenses so you could work in 2022?

CHILD CARE EXPENSES (or Dependent Care)

Name of provider	Address	SSN or EIN	Amount Paid	Childs Name

Were the Child Care Expenses paid by You/Spouse ____ or Someone Else ____ Relationship _________

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

_____ 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 pursing 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 2022

_____ Did you pay any student loan interest in 2022? How much _____ or send the form

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

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 or MSA plan? You should receive a form for the amount of your distribution, give me a copy.

BUSINESS QUESTIONS

_____ Do you have a business? What do you do? ___________________________________

What type of entity do you operate? ___ Sole Proprietor ___ Partnership

___ Corporation ___ Sub Chapter "S" Corporation

When did your business begin? ____________________________

Do you have employees? __________ Do you have a business checking account? _______

Do you accept payments thru a merchant provider? (Paypal, Square, etc) __________________

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

2022 Due Dates	Federal	North Carolina	Other State
1st Quarter – April 15, 2022	________	_________	________
2nd Quarter – June 15, 2022	________	_________	________
3rd Quarter – September 15, 2022	________	_________	________
4th Quarter – January 16, 2023	________	_________	________

Prior Years' Tax Payments (paid in 2022)

2021	________	_________	________
2020 or list year(s)	________	_________	________

Items to discuss with Accountant: ____

____

____

____

Will You be bringing additional information to prepare your 2022 Income Tax Returns?

List them here: ____

____

____

____

____

REFUNDS

DIRECT DEPOSIT INFO

Name of Bank: ______________________________

Routing Number (9 digits) __ __ __ __ __ __ __ __ __ or attach a Voided Check

Account Number ______________________________________

Type of Account: ____Checking _____Savings ____IRA

If you owe a

BALANCE DUE (from Bank Account listed above)

We can setup your Balance Due Payment to draft from your bank account on a date you specify. This can be done for Federal & State tax return balances.

_____ Federal - Setup my Balance Due to draft on this date: _______________

_____ North Carolina – Setup my Balance Due to be draft on: _______________

_____ (Name of State) _______ - Setup my Balance to draft on: _____________

For clients who make ESTIMATED TAX payments

We can setup your FEDERAL Estimated Tax payments to automatically be drafted

_______ Setup my 2023 Estimated Income Tax payments to be drafted from my Bank Account listed above

Estimated Tax Payment Dates: April 15, June 15, September 15, and January 15

NOTE: Auto Draft Estimated Tax Payments can only be setup at the time your 2022 Income Tax Return is electronically filed

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. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

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, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for three years, after which these documents will be destroyed.

Our engagement to prepare your income tax returns will conclude with the delivery of the completed returns to you. If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

Payment for the preparation of income tax returns will be due upon completion or when you pick up your copy of the tax returns. Additional copies are available for $40 federal (if we have your email address we can send you a copy), State copies are $15 per year.

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.

Sign & Date next page

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.

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** (2022 only)

_______ **Federal 1040**

Select Tax Year(s): **2022** 2021 2020 2019 2018 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 Date