



Dear Client,

Our firm looks forward to helping you with your 2018 income taxes! Please review the enclosed 2018 Income Tax Organizer and use to organize your documents.

Please make sure you confirm your bank routing and account numbers under section entitled **Electronic Filing and Banking Information**. Due to IRS regulations, our firm must e-file your income tax returns. You can mail a check for tax payments or receive a check for tax refunds but your income tax returns must be e-filed. We will confirm refund or payment before tax returns are e-filed.

You have four options to deliver your tax documents to our office:

1. **Mail** all original documents to our office;
2. **Call** our office to schedule a personal meeting;
3. **Drop off** your documents at our office, without a personal meeting;
4. **Scan** all of your documents and send via e-mail.

Our office will return a copy of your tax returns and all original documents.

Fanwood, NJ Office

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Thank you for your business!

Schembre & Gannon, LLC



**2018 INCOME TAX QUESTIONNAIRE
PERSONAL INFORMATION**

Note: Your personal information is strictly confidential, protected and never shared

Your Name		If married, Spouse's Name - Filing Jointly?	
E-mail		E-mail	
Social Security #		Social Security #	
Date of Birth		Date of Birth	
Home Address		Previous Address If moved during 2018	
Occupation		Occupation	
Home Phone #		Home Phone #	
Work Phone #		Work Phone #	
Cell Phone #		Cell Phone #	

- **NOTE:** For all Tax Returns, we need to submit your Driver's License information to verify identity. Please provide us with a legible copy of the Driver's License (for both spouses, if joint filing)
- Did you move during 2018? If yes, please provide former address above and date of move.

Electronic Filing and Banking Information

Please provide a voided check from your checking account where you want your refund or tax payment processed to/from (you can mail a check or receive a check if desired but your income tax returns must be e-filed and refund checks take 4 weeks longer). I will confirm your refund or payment due before tax returns are e-filed.

Banking Information for Refund Direct Deposit or Electronic Payment

Bank Routing #	(9 digits bottom left of check)	Bank Account #	
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CHILDREN AND OTHER DEPENDENTS				
Name	Son/Daughter/ Parent	Social Sec. No.	Date of Birth	College Student? What Year?
1.				
2.				
3.				
4.				
5.				
6.				

NOTE: If children had interest/dividend/capital gains or W-2 income under their own social security number, please forward their tax documents (investment statements, W-2, etc.).

CHILD CARE EXPENSES			
Name of Organization or individual that provided the care and address	Soc. Security # or Employer ID#	Childs name	Amount Paid \$

2018 ESTIMATED TAX PAYMENTS

ESTIMATED TAX PAYMENTS (checks mailed to IRS or State - not withholdings from W-2)			
	Due Date	Federal \$	State \$
First Quarter 2018	04/15/18		
Second Quarter 2018	06/15/18		
Third Quarter 2018	09/15/18		
Fourth Quarter 2018	01/15/19		

Note: Estimated tax payments are payments that you made to the IRS or state via check or electronic payment. Estimated tax payments are not tax payments made through payroll withholdings that appear on your Form W-2 or 1099-R.

HOUSEHOLD EMPLOYMENT TAXES

If you paid an individual \$1,700 or more to perform household services during the year (i.e., nanny), please provide details and any payroll reports, W-2, etc.

INCOME TAX DOCUMENTS REQUIRED

Provide a complete copy of your 2017 Federal Form 1040 and State(s) tax returns

TAXABLE INCOME CHECKLIST		
#	DOCUMENT	√
1	Complete copy of your 2017 Federal/IRS Form 1040 and State(s) tax returns	
2	Original Form W-2 and Form 1095 A, B or C from all employers	
3	Interest income (Form 1099-INT from Banks) for yourself and accounts for children. Include any foreign bank accounts.	
4	Dividends and Brokerage Statements (Form 1099-DIV, Brokerage Form 1099 Tax Statement) for yourself and any accounts for children. Capital gains and losses on securities and mutual funds Form 1099 Tax Statement from Brokerage will include details related to bonds, stocks, mutual funds sold.	
5	Prior year state tax refund statement (1099-G) if received.	
6	Alimony received (not including child support)	
7	If you sold a personal residence during 2018, please provide a copy of Form 1099-S (from attorney) and a copy of the Uniform Closing Statement "HUD."	
8	Distributions from IRA, Pensions or Annuities including Roth IRA Conversions (1099-R from Financial Institution)	
9	Unemployment compensation (Statement from the State)	
10	Social Security benefits (Statement from SSA)	
11	Distributions from a state 529 college plan (provide Form 1099-Q)	
12	Business income and expenses (Schedule C for Self-Employed) Provide summary of revenue and expenses	
13	Form K-1 from Partnership, S-Corp, LLC Income	
14	Form K-1 from estates and trusts	
15	Rental real estate income and deductions (call to discuss) Provide summary of revenue and expenses	
16	Gambling/contest winnings and losses Provide any Forms W2-G and statements related to your winnings and a summary of losses	

ITEMIZED DEDUCTIONS CHECKLIST		
#	DOCUMENT	√
1	Medical Expenses (only if significant since you can only deduct if more than 7.5% of your Adjusted Gross Income). Long-term care premiums & assisted living expenses are considered medical expenses. Please provide summary of all medical expenses if you believe they will total more than 7.5% of your gross income.	
2	Real Estate Taxes for primary and second home, if applicable. If you pay your real estate taxes via your monthly mortgage payment, the real estate taxes paid for 2018 will appear on your Mortgage Tax Statement (Form 1098). If you do not pay your real estate taxes via your monthly mortgage, please provide your 2017 real estate taxes paid or "Notice of Property Tax Assessment for 2017" postcard you received from your town of residence (the postcard includes the taxes paid for 2018). If you own an apartment in New York City and pay a monthly maintenance fee, a portion of the fee is for real estate taxes and often mortgage interest. Please provide the letter from the co-op board you received and the # of shares you own.	
3	CT residents, provide copies of annual Motor Vehicle Tax Bills	
4	Sales Tax, usually applies to residents of states without income tax like FL and TX (If you made any major purchases and paid significant sales tax, please advise; you can deduct the higher of state income tax or sales tax paid during 2018, <u>in most cases the income tax paid will be higher and I do not need sales tax information</u>).	
5	Home Mortgage Interest on primary and second home if applicable (Mortgage Statement from Bank, Form 1098) If you own an apartment in New York City and pay a monthly maintenance fee, a portion of the fee is typically for mortgage interest. Please provide the letter from the co-op board you received and the # of shares you own.	
6	Investment Margin Interest (Brokerage 1099 Statement)	
7	Charity (Complete page 7 – 2018 Charitable Contributions)	
8	Unreimbursed Employee Expenses (must be work related and not reimbursed) including auto expenses, meals & entertainment, gifts, cell phone, periodicals, subscriptions, internet, home office, office supplies, etc.) NOTE: Expenses must be more than 2% of your Adjusted Gross Income to be deductible and only the amount greater than 2% is deductible.	
9	Other Deductions include investment management fees, attorney fees to protect taxable income (i.e., estate planning fees), and safe deposit box.	

ADJUSTMENTS TO INCOME CHECKLIST		
#	DOCUMENT	√
1	Educator Expenses (teacher expenses)	
2	IRA Deduction, Form 5498, Individual Retirement Arrangement Information	
3	Student Loan Interest Paid	
4	College and Post-High School tuition deduction, provide name of student, name of school and tuition paid – provide a copy of Form 1098-T Tuition Statement from the school (see page 7).	
5	Moving expenses. Provide all expenses associated with the move, call me to discuss.	
6	Self-employed health insurance premiums	
7	Self-employed SEP IRA or SIMPLE IRA contributions	
8	Alimony Paid – If Yes, I need amount paid and Social Security # of person paid to	

Other 2018 Income Tax Information

IRA Contributions (Not 401-K through employer)

Current Year Contributions	Regular IRA	Roth IRA	Keogh or SEP IRA
You			
Your spouse			

- If you have an IRA, please provide your December 2018 account statement. You should also receive Form 5498, Individual Retirement Arrangement Information, from the investment company where the IRA is maintained. Please provide a copy of this Form.
- If you have any questions regarding regular or Roth IRAs, please inquire.

2018 CHARITABLE CONTRIBUTIONS

	2018 Cash/Check	2018 Clothing & Property Donated
2018 Charitable Contributions	\$ _____	\$ _____ <i>(Approx. thrift shop value, if more than \$500, provide receipts from charity)</i>

Note: If you donated a car during 2018, please provide Form 1098C obtained from charity

2018 EDUCATION CREDITS

Provide a copy of Form 1098-T Tuition Statement from the college/university. I will make sure you receive any tax deduction or credit available.

	Provide details
2018 Education Expenses College Expenses	Student name: What year (freshman, etc.): Amount paid:

American Opportunity Credit (maximum credit is \$2,500 for 2018)

- Eligible student – you, your spouse or dependent
- Qualified expenses – tuition, fees and related expenses (computer, books, supplies, etc.)
- For the first 4 years of post-secondary education
- Credit phased out at \$80,000 for single and \$160,000 for married

Lifetime Learning Credit (maximum credit is \$2,000 for 2018)

- Unlike the American Opportunity Credit, the Lifetime Learning Credit is not limited to students in the first 4 years of post-secondary education.
- Expenses for graduate-level degree work are eligible
- You cannot claim the lifetime Learning Credit for the same year that you claim the American Opportunity Credit.
- Credit phased out at \$60,000 for single and \$120,000 for married

RESIDENTIAL ENERGY TAX CREDITS

If you incurred home improvement costs during 2018 you may be eligible for a tax credit. The improvements must be energy efficient related improvements including Solar, HVAC, insulation, roofing, siding, biomass stoves, water heater, windows, doors, skylights, geothermal heat pump, solar energy, wind energy, fuel cells.

If you received an energy tax credit in 2016 or 2017 you may not qualify for 2018.

ENERGY TAX CREDITS	✓
Please provide copy of invoices for any home improvements listed above including cost of materials and labor.	

MOTOR VEHICLE CREDIT

Qualified Plug-In Electric Drive Motor Vehicles and Plug-In Electric Vehicles may qualify for a tax credit. Provide copy of invoice.

STATE SPECIFIC QUESTIONS

*** Please provide Lot and Block #s for personal residence ***

New Jersey Residents	Answer
If you normally work in the State of New York, how many days did you or spouse work outside of New York during 2018? (Do not include days worked at home).	
If you work in the State of New York, did you contribute to the New York 529 College Plan during 2018? (if yes, indicate how much was contributed – you can deduct up to \$10,000 from NY taxable income)	

New York Residents	Answer
Did you contribute to the New York 529 College Plan during 2018? (if yes, indicate how much was contributed, you can deduct up to \$10,000 from NYS taxable income)	

Connecticut Residents	✓
Please provide copy of Motor Vehicle Tax Bill(s)	
If you normally work in the state of New York, how many days did you or spouse work outside of New York during 2018? (Do not include days worked at home).	
If you work in the State of New York, did you contribute to the New York 529 College Plan during 2018? (if yes, indicate how much was contributed - can deduct up to \$10,000 from NY taxable income)	

Massachusetts Residents	✓
Please provide Form MA 1099-HC from your health insurance company (Individual Mandate Massachusetts Health Care Coverage).	

