Income Tax
Organizer

USA
Income Tax Services

Please mail or scan and email this Tax Organizer and all supporting documents to:

Mailing Address :
PO Box 94690
Phoenix AZ 85070-4690
Office Address:
1238 E Chandler Blvd # 103
Phoenix AZ 85048

phxtaxoffice@gmail.com

Telephone 480-696-0375

Fax 866-828-5181

**We Are Unable To Accept Images of Tax Documents Taken With Your Phone.
They Do Not Come Out On Our End Clearly.
We are not Responsible for Data Entry Errors Due To Unreadable Phone Images.**

Subject: Preparation of Your Tax Returns

Thank you for selecting USA Income Tax Services LLC to assist you with preparation of your tax returns. The enclosed "Organizer" is provided for your convenience. Many of our clients find it useful to accumulate and summarize their tax information with the Organizer, and it helps us prepare your returns efficiently. When you submit your tax information to us you acknowledge and agree to the following terms and conditions for our services.

Your returns will be prepared from information you provide. We may ask for explanation or clarification of some items, but we will not audit or otherwise verify your data. You are responsible for the completeness and accuracy of information used to prepare the returns. Our responsibility is to prepare the returns in accordance with applicable tax laws.

Those laws impose penalties on you for substantial understatements of tax, items in the return for which there is not substantial authority, and failure to maintain records required by law. Federal regulations impose significant penalties on us if we are associated with a return that takes a position that has no realistic possibility of success if audited. Some items may require special disclosure to protect you and us from penalties. We will consult with you about any special disclosures we believe necessary.

We may observe opportunities for tax savings that require planning or changes in the way you handle some transactions. While an engagement for tax return preparation does not include significant tax planning services, we will share any ideas we have with you and discuss terms for any additional work that may be required to implement those ideas.

Our fees for preparing your returns will be based on the time required at our standard rates for such services. Invoices are due when submitted to you. Late charges may be added to past due amounts in accordance with state law.

Your return may be selected for examination by state or federal tax agencies. In that event, we will be available to assist you in defending and explaining the return. That service is not part of our engagement to prepare your returns, and would be the subject of a separate agreement for services.

We appreciate the opportunity to serve you in this important work. If you have questions about the contents of this letter or the enclosed Organizer, please call me.

Sincerely,

Richard Lake

1238 E Chandler Blvd # 103
Phoenix AZ 85048
480-696-0375

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize USA Income Tax Services LLC to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for your income tax preparation fees. We will not process this charge to your credit card until after we have completed your taxes and contacted you by telephone or email. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I______________________________authorize USA Income Tax Services LLC to charge my credit card
(full name)

account indicated below on or after__________________________. This payment is for
(date)

Income Tax Preparation Services.

Billing Address______________________________ Phone#________________________

City, State, Zip_____________________________ Email ________________________

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name ____

Account Number ____

Expiration Date ____________________

CVV2 (3-digit number on back of Visa/MC, 4 digits on front of AMEX) ____________

Billing Zip Code ____________________

SIGNATURE_______________________________________ DATE ____________________

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

USA
Income Tax Services

Refund Direct Deposit Authorization Form

Taxpayer's Name: ____

I/we wish to have USA Income Tax Services LLC, instruct the Internal Revenue Service and/or any State Revenue Departments to deposit my/our income tax refund(s) directly to the account(s) indicated above. I agree to notify USA Income Tax Services LLC of any changes to this account and/or the Financial Institution's name and routing number.

I understand that in the event that my financial institution is not able to make a deposit into my account due to incorrect information that I provide; that I am responsible for any resulting bank fees incurred, and that IRS and/or any State Departments cannot issue another refund (in check form) until the funds have been returned by the Financial Institution. This process will delay my/our refund(s) by several weeks.

Taxpayer's Signature______________________________Date

Account Information

Financial Institution Name: ____________________________________

Checking_______________ Savings___________________

Bank Routing Number:______________________________________

Account Number:____

Please attach a voided check

USA
Income Tax Services

Client Contact Information

Taxpayer Name : ______________________________

Taxpayer SSN: ______________DOB:______________

Spouse Name:______________________________

Spouse SSN: ______________DOB:______________

Address: ______________________________

City: ______________ State: ________ Zip: ________

Telephone:______________ Type: ___ Home ____ Cell

Email: ______________________________

Dependents :

Name______________ SSN:______________DOB:______________

Name______________ SSN:______________DOB:______________

Name______________ SSN:______________DOB:______________

Name______________ SSN:______________DOB:______________

Referred By: ______________________________

Tax Preparation Checklist

Before you begin to prepare your income tax return, go through the following checklist. Highlight the areas that apply to you, and make sure you have that information available. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder.

Most people will need:

Personal information

This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- ☐ Social Security numbers and dates of birth for you, your spouse, your dependents
- ☐ Copies of last year's tax return for you and your spouse (New Clients Only)
- ☐ Bank account number and routing number, if depositing your refund directly into your account

Information about your income

- ☐ W-2 forms for you and your spouse
- ☐ 1099-C forms for cancellation of debt
- ☐ 1099-G forms for unemployment income, or state or local tax refunds
- ☐ 1099-MISC forms for you and your spouse (for any independent contractor work)
- ☐ 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- ☐ 1099-S forms for income from sale of a property
- ☐ 1099-INT, -DIV, -B, or K-1s for investment or interest income
- ☐ SSA-1099 for Social Security benefits received
- ☐ Alimony received
- ☐ Business or farming income - profit/loss statement, capital equipment information
- ☐ Rental property income and expenses: profit/loss statement, suspended loss information
- ☐ Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- ☐ Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Adjustments to your income

This following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- ☐ For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Records of IRA contributions made during the year
- ☐ Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- ☐ Records of Medical Savings Account (MSA) contributions
- ☐ Self-employed health insurance payment records
- ☐ Records of moving expenses
- ☐ Alimony paid
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plans

If you itemize your deductions:

Deductions and credits

The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- ☐ Child care costs: provider's name, address, tax ID, and amount paid
- ☐ Education costs: Form 1098-T, education expenses
- ☐ Adoption costs: SSN of child; records of legal, medical and transportation costs
- ☐ Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- ☐ Investment interest expenses
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- ☐ Medical and dental expense records
- ☐ Casualty and theft losses: amount of damage, insurance reimbursements

Deductions and credits (continued)

- [ ] Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- [ ] Records of home business expenses, home size/office size, home expenses
- [ ] Rental property income/expenses: profit/loss statement, rental property suspended loss information

Taxes you've paid

- [ ] State and local income taxes paid
- [ ] Real estate taxes paid
- [ ] Personal property taxes
- [ ] Vehicle license fees based on value of vehicle

Other information

- [ ] Estimated tax payments made during the year (self-employed)
- [ ] Prior-year refund applied to current year and/or any amount paid with an extension to file
- [ ] Foreign bank account information: location, name of bank, account number, peak value of account during the year

Itemized Deduction Worksheet

Medical & Dental Expenses	
Prescription Medication	$
Doctors and Dentists	$
Hospitals and Nursing Homes	$
Eyeglasses and Contacts	$
Travel for Medical	$
Medical Miles Driven in 2021	
Other Medical and Dental Exp.	$

Interest Paid	
Mortgage Interest/Points (Form 1098)	$
Home Equity Interest	$
Investment Interest	$

Property Taxes	
Personal Residence	$
Investment Property	$

Health Insurance	
Medical Premiums Paid in 2021	$
Medicare Part B Premiums	$
Long Term Care Premiums	$
Did you receive a subsidy?	Yes ◯ No ◯
If yes, please provide Form 1095-A	

Charitable Contributions / Donations	
Church	$
Schools	$
Cancer, Heart, Scouts, Etc.	$
Misc.	$
Charitable Miles Driven in 2021	

Personal Info
Full Name* :
Phone :
Email :

Non Cash Contributions / Donations	
	$
	$
	$

* Required

Rental Property Worksheet

This worksheet is designed to assist in gathering rental information for your tax appointment at USA Income Tax Services. If you have more than one rental, please separate the expenses and allocate them to the property that incurred the expense.

Property address:____________________________

Income

Rental Income	$
Refundable Deposits	$

# Miles driven for rental work	
# Total miles driven	

Fixed Assets Additions (e.g. improvements, equipment)

Description	Amount	Date
	$	
	$	
	$	
	$	
	$	
	$	

If this is the first year for your rental property, you will also need to bring the following to your appointment:

- ☐ Purchase documents
- ☐ List of improvements prior to rental use

If you have any questions, please call our office at (480) 696-0375.

Expenses

Advertising	$
Bank Charges	$
Cleaning	$
Commissions	$
Dues	$
Decorations	$
Insurance	$
Legal & Professional	$
Interest (Form 1098)	$
Property Taxes	$
Repairs:	$
Carpentry	$
Electrical	$
Painting	$
Plumbing	$
Supplies	$
Utilities	$
Yard Maintenance	$
Other Expenses (please list):	$
	$
	$
	$
Total Expenses	$

Self-Employed Worksheet
Tax Year: ___________

This worksheet is designed to assist in gathering business information for your tax appointment at USA Income Tax Services. If you have any questions, please call our office at (480) 696-0375.

Business name (if any):_________________________ **Federal ID # (if any):** _________________________

Owned/Operated by: ☐ Taxpayer ☐ Spouse	Did you make payments requiring a Form 1099? ☐ Yes ☐ No
Is this your first year of business? ☐ Yes ☐ No	If yes, did you file required Form 1099? ☐ Yes ☐ No

INCOME

Income reported on 1099s	$
Income not reported on 1099s	$
Returns & Allowances	$
Total Income	$

COST OF GOODS SOLD (Retail Businesses Only)

Beginning Inventory	$
Merchandise Purchased	$
Other Costs	$
Ending Inventory	$

EXPENSES (All Businesses)

Advertising	$	Rent (Business)	$
Bank Charges	$	Repairs & Maintenance	$
Commissions & Fees	$	Taxes:	$
Dues & Subscriptions	$	Payroll Taxes	$
Health Insurance (for employees)	$	Real Estate Taxes (Business)	$
Health Insurance (for you)	$	Other Taxes	$
Insurance (other than health)	$	Telephone (Business)	$
Interest	$	Travel	$
Legal & Professional	$	Tools	$
License & Permits	$	Utilities	$
Meals	$	Wages (Please provide Form W3)	$
Merchant Fees	$	Other	$
Office Expense	$	Other	$
Postage	$	**Total Expenses**	$

AUTO EXPENSES

The IRS allows two ways to claim the expenses for your business use of auto. Both methods REQUIRE A MILEAGE LOG and/or expense records to be kept as you drive. This means miles driven should be recorded as they are incurred. Thinking back a year and guessing does not meet the IRS test of contemporaneous record keeping requirements. You also may not switch back and forth between each method without incurring tax implications. Please discuss your options at tax time to select the best method for you.

METHOD #1

Total miles your car was driven from January - December	#
BUSINESS ONLY miles driven from January - December	#
Total interest paid on the vehicle if financed	$

METHOD #2

For this method, in addition to the info needed for "Method #1" above we will **also** need the following:

Cost and/or value of vehicle when placed into service (if new this year)				$	
Gas & Oil	$	License	$	Repairs	$
Insurance	$	Parking & Tolls	$	Other	$

LARGE PURCHASES

(Equipment, furniture, computer, etc.)

Item	Date	Amount
		$
		$
		$
		$
		$

HOME OFFICE

Area of home must be exclusively used for business except for storage.

Square Feet – Whole Home	#	Rent	
Square Feet – Business Use Only	#	Repairs & Maintenance	
Insurance	$	Telephone (Personal)	
Internet	$	Utilities (Electricity, water, sewer)	
Mortgage Interest (1098)	$	Other	
Real Estate Taxes	$	Other	

HOME IMPROVEMENTS

(Roof, fence, etc.)

Item	Date	Amount
		$
		$
		$