

# **2018 Individual Tax Organizer Package**

## **How To Use This Organizer Package**

Enclosed is a 2018 Tax Checklist that can easily be used as a reminder of the items you will need to gather for the completion of your 2018 income tax return. Please use the checklist as you assemble the important data needed for us to prepare your 2018 tax return. If you have a question as to whether or not something should be included on your return, just include the item with your records and we will review it as we prepare the return. We have found that this checklist will reduce the time you need to gather your information, as well as help you assure that you have assembled all of your important information that can effect your taxes

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## IMPORTANT ITEMS TO REMEMBER

- **2018 Tax Organizer:** The enclosed 2018 Tax Organizer is designed to be used while you gather the information that we need in order to prepare your income tax return/s. Therefore, it is vital to us that you complete the Questionnaire and use the 2018 Tax Organizer as a checklist in submitting your 2018 tax documents.

These simple steps will reduce the potential that you inadvertently omit important information/records and thereby allowing us to provide a better service. Our follow-up on incomplete/missing tax records can cause processing delays and will cause additional professional time (letters, emails, phone calls) and fees.

- **Want To E-File Your Return This Year?** If you want to E-File please indicate your choice to E-File by checking yes in the **Special Note Section** of your 2018 Tax Questionnaire and forward your completed Individual Income Tax Organizer with your tax records to our office. **FOR ADDITIONAL INFORMATION, PLEASE SEE THE E-FILE AND TAX REFUND/PAYMENT OPTIONS SHEET INCLUDED IN THIS PACKAGE.**
- **The Affordable Care Act (aka Obama-Care:)** Please pay particular attention (and answer the question) in the sections labeled Affordable Care Act of your **2018 TAX QUESTIONNAIRE** and forward any Forms 1095-A, Forms 1095-B, or Forms 1095-C (that you may receive.)
- **Form K-1:** If you had an interest in a partnership, S corporation, trust, or REMIC in 2018, you should receive a Form K-1 from that business entity. The Form K-1 information will need to be included in your personal income tax return. Remember the Form K-1 can be filed by the business (based on the type of the entity) as late as September 17, 2019. Therefore any delay (after April 2, 2019) in receiving your Form K-1 may require an extension of your 2018 individual income tax return.
- **IRS:** Since it may be necessary at some point (normally up to five years after filing) to prove the accuracy and completeness of your return/s to a taxing authority, it is your responsibility to retain and protect your records for possible future use, including potential examination by the IRS or other regulatory agencies. This includes, but is not limited to, your auto, travel, entertainment, home office, and related expenses and the required documents to support charitable contributions of cash or goods that are reported as being valued at or over \$250. For additional guidance as to record retention, please refer to the IRS Publication 552 titled 'Recordkeeping for Individuals', which is available online at [www.irs.gov](http://www.irs.gov).
- **Tax Records:** You are required to retain the tax records related to the current year's tax return/s. Our firm's working papers (which are excerpts, samples, selected copies and/or summaries of your original documents) cannot be considered as substitutes for your original records. Therefore, you should not rely upon our records for any IRS examination. Please refer to the IRS Publication 552 titled 'Recordkeeping for Individuals', which is available online at [www.irs.gov](http://www.irs.gov).
- **IRA Contributions:** If you wish for us to make preliminary tax calculations, to allow you to decide if you want to make any additional IRA contributions, we will need to be informed of this alternative calculation when you submit your tax records. Keep in mind that the fees for the professional time for all additional calculations and related correspondence (letters, emails, phone calls, etc.) will be added to your invoice.

**Final note** - For any tax related issues, questions and/or unusual documents, that during your income tax return's preparation you wish for Mr. McNair to review, please include detailed notes and/or questions. As an alternative you may schedule a phone or office conference to review these items with Mr. McNair. Additional professional fees may apply.

# 2018 INCOME TAX RETURN INFORMATION CHECKLIST

Below is a checklist of the information we need to complete your 2018 income tax return. We will use the following information as a starting point in calculating your taxes in compliance with current tax laws and to generate the tax forms that are necessary for your tax return. **Please read and complete this page, the attached questionnaire, and the other schedules as appropriate to help you organize your information.**

LAST NAME: \_\_\_\_\_

FIRST NAME AND M. I.: SELF: \_\_\_\_\_

SPOUSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

SOC. SEC. #: YOU: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

DOB: YOU: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

OCCUPATION: YOU: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

CHILDREN, OTHER DEPENDENTS: NAME	SS#	DOB
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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## AS APPLICABLE, PLEASE PROVIDE INFORMATION ON THE FOLLOWING:

☐ Last two years tax return.

☐ All wage and income statements (W-2'S AND 1099'S).

☐ All forms 1099-INT for interest, and All forms 1099-DIV for dividends,

☐ K-1's (Partnerships, S-Corporations).

☐ Any medical expenses paid.

☐ Sales tax - provide summary or we will use the standard table amount plus any sales tax paid on vehicles and home improvements.

☐ Home mortgage interest and property taxes paid.

☐ Child care expenses (please complete enclosed form).

☐ Charitable contributions.

☐ If you sold a home, the closing papers from both the purchase and sale of that home you sold.

☐ If you bought a home, the closing papers for the new residence.

☐ Moving expense reimbursement documentation.

☐ If you desire to have any refund direct deposit to your bank accountant please complete enclosed form.

☐ Summary of any income/expenses from business, royalty, and/or rental income. If a summary is unavailable, please bring all associated documents.

**Bring to your appointment all of the information that you do have immediately available. Alternate sources may be available for any missing information. If you have any questions concerning any item, bring the information with you to your appointment and your CPA will determine how it effects your income taxes and financial well being.**

**McNair and Associates, P.A.**

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# E-File and Tax Refund/Payment Options

Taxpayer: \_\_\_\_\_

In order for us to complete your tax return, please fill out the following information. If you would like to **paper file** your return, please fill out **Part 1** of this page. If you would like your return to be **electronically filed**, please fill out **Part 2** of this page. *PLEASE NOTE THAT YOU CANNOT CHANGE YOUR REFUND/DEPOSIT METHOD AFTER YOUR RETURN HAS BEEN FILED.*

## Can I choose not to E-File?

**Yes.** At this point in time, the IRS and most states do not require taxpayers to file electronically. If for any reason you are uncomfortable with electronic filing, or just do not want to E-File we will be happy to prepare your tax return for filing using paper forms as you have done in the past. Even if you paper file, you can have the IRS direct deposit your refund into your bank account.

## Please Choose - Part 1 Paper Filing or Part 2 (E-File) - NOT BOTH

### Part 1 – Paper Filing

Yes \_\_\_\_ No \_\_\_\_ If you receive a refund this year using paper filing, would you like to receive your refund from the IRS via **direct deposit**? If so, please provide us with your current bank's name, routing number, and account number below. If you do not choose to receive your refund via direct deposit, it will come in the mail in the form of a **paper check** in 4-6 weeks after filing with the IRS.

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

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Part 2 – Electronic Filing (E-File)

**REFUND - Yes \_\_\_\_ No \_\_\_\_** If your income tax return is eligible for Electronic Filing, and you receive a refund this year using Electronic Filing, would you like to receive your refund from the IRS via **direct deposit**? If so, please provide us with your current bank's name, routing number, and account number below. If you do not choose to receive your refund via direct deposit, it will come in the mail in the form of a **paper check** in approximately 4-6 weeks.

**OWE TAXES - Yes \_\_\_\_ No \_\_\_\_** If your income tax return is eligible for Electronic Filing, and you owe taxes this year, would you like to pay your outstanding tax to the IRS via **electronic funds withdrawal**? If so, please provide us with the date the IRS may make the withdrawal (on or before April 17<sup>th</sup>, 2019), your current bank's name, routing number, and account number below. **\*The IRS does not charge a fee for electronic funds withdrawal, however your financial institution may charge a fee.** If you do not choose to pay via electronic funds withdrawal, you will need to pay your outstanding federal taxes with a payment voucher by mail.

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

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

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

The diagram shows a check with the following fields and numbers:

- YOUR NAME: 1234 Main Street, Anywhere, OH 00000
- DATE: \_\_\_\_\_
- PAY TO THE ORDER OF: \_\_\_\_\_
- \$ \_\_\_\_\_ DOLLARS
- Routing Number: 0044072324
- Account Number: 0000123456789
- Check Number: 123

## 2018 TAX QUESTIONNAIRE

Taxpayer: \_\_\_\_\_

If any of the following items pertain to you or your spouse for 2018, please check the appropriate box and include all pertinent details with your tax records. The attached Tax Organizer may be used as a checklist as you assemble your income tax records. Please include any supporting documents with your 2018 tax organizer and/or complete the attached schedules. **It is important that you completely read, answer, and provide any additional documentation that this questionnaire request. Our follow-up on incomplete/missing documentation and/or questions, can cause processing delays and will cause additional professional time and fees.**

### Affordable Care Act - SPECIAL NOTE

Yes\_\_\_\_ No\_\_\_\_ Were you, your spouse and all of your dependents covered with health insurance during 2018? If yes, please include a copy (if you have received one of these forms), Form 1095-A from the Health Insurance Marketplace, or 1095-B from a private insurer, or 1095-C from your employer with your 2018 tax information that you forward to us so that we can include a copy in your tax file.

### E-FILE

Yes\_\_\_\_ No\_\_\_\_ If your income tax return is eligible for Electronic Filing and you expect to receive a refund, would you like to file your income tax return electronically? **If Yes. Please Complete the E-File and Tax Refund/Payment Options Sheet.**

Yes\_\_\_\_ No\_\_\_\_ If your income tax return is eligible for Electronic Filing and you expect to owe an additional tax payment with the filing of your return, would you like to file your income tax return electronically? **If Yes, Please Complete the E-File and Tax Refund/Payment Options Sheet.**

Yes\_\_\_\_ No\_\_\_\_ If you have an overpayment of taxes, do you want your tax refund directly deposited to your bank account? **If Yes, Please Complete the E-File and Tax Refund/Payment Options Sheet.**

### PERSONAL INFORMATION

Yes\_\_\_\_ No\_\_\_\_ Did your marital status change during the year? If your name has changed, your new name will not match your Social Security number on file with the IRS until you notify the Social Security Administration office of the change. The updating of your name change, with the Social Security Administration, will need to be completed before the filing of your tax return to avoid extended delays in IRS processing. The alternative to this delay, is to file the 2018 tax return using your previous name (the name currently on file with Social Security Administration.)

Yes\_\_\_\_ No\_\_\_\_ Did your address change during the year? Please provide new address in the organizer.

Yes\_\_\_\_ No\_\_\_\_ Can we contact you by email for additional information? If yes, please update/provide your current email address in the organizer and add [mcnairassoc@cfl.rr.com](mailto:mcnairassoc@cfl.rr.com) to your e-mail address book to avoid problems with your spam blocker.

### DEPENDENTS

Yes\_\_\_\_ No\_\_\_\_ Were there any changes in dependents? If yes, please provide details in the organizer.

Yes\_\_\_\_ No\_\_\_\_ Were any of your unmarried children, who might be claimed as dependents, 19 years of age or older at the end of 2018?

Yes\_\_\_\_ No\_\_\_\_ Did you have any children that were under the age of 19 or full-time students that were not age 24 at the end of 2018, with total investment income in excess of \$1,050? If yes, please note : A child with only unearned income (interest, dividends and capital gains) must file if gross income is more than \$1,050.

## INCOME, PURCHASES, SALES AND DEBT

Yes\_\_\_\_ No\_\_\_\_ During 2018 did you purchase rental or royalty property? If yes, we will need a copy of the closing statement and details concerning the rents received and expenses paid.

Yes\_\_\_\_ No\_\_\_\_ Did you have any debts canceled or forgiven? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you start a business? (If yes, see note below.)

Note: If this new business is either a Corporation, an S-Corporation, a Limited Liability Company or a Partnership, in most cases, the business is required to file a Federal income tax return that is separate from its' owners' Form 1040. Please contact our office as soon as possible since the filing deadlines for some businesses are prior to the April 17, 2019 individual filing deadline. For example, an S-Corporation's tax returns will be due March 15, 2019. **Any delay in receiving any Form K-1 may require a filing extension of your 2018 individual income tax return.**

Yes\_\_\_\_ No\_\_\_\_ Did you acquire an interest in a partnership, S corporation, trust, or REMIC? If yes, you should receive a Form K-1 from this business entity. The information on this Form K-1 will need to be included in your personal income tax return. But, since the Form K-1 can be filed by the business (based on the type of the entity) as late as April 17, 2019, please do not delay forwarding your other records. Your Form(s) K-1 can be forwarded to us at a later date. **Any delay in receiving any Form K-1 may require an extension of your 2018 individual income tax return.**

Yes\_\_\_\_ No\_\_\_\_ Did you purchase any business assets (furniture, equipment, vehicles, real estate, etc.) or convert any personal assets to business use during 2018? If so, please provide a list containing the original purchase date and cost of the items purchased or converted.

Yes\_\_\_\_ No\_\_\_\_ Did you dispose of any business assets (furniture, equipment, vehicles, real estate, etc.?) If so, please provide a list containing the date and any proceeds of any items sold during 2018.

Yes\_\_\_\_ No\_\_\_\_ Did you sell any stocks, bonds or other investment property in 2018? If yes, please include Form 1099-B provided by most brokerage firms. Your broker may also provide you with a separate statement that contains each of the sale's proceeds, purchase costs and dates. This statement is very helpful in saving time during the return preparation.

Yes\_\_\_\_ No\_\_\_\_ Did you purchase or sell your principal home, second home, or qualified RV and/or did you refinance or take a new home equity loan? If yes, we will need a copy of the settlement statements (Real Estate Settlement Procedures Act - Disclosure Statement.)

Yes\_\_\_\_ No\_\_\_\_ Did you receive any disability income? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you have any foreign income or pay any foreign taxes? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did any non-family member owe you money which has become non-collectible during 2018? If yes, please include documents concerning any legal action you have taken to collect this debt with your 2018 tax information.

## RETIREMENT PLANS

Yes\_\_\_\_ No\_\_\_\_ Did you receive a distribution from a retirement plan such as a 401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.? If yes, please include any supporting documents with your 2018 tax records (**example; 1099-R.**)

Yes\_\_\_\_ No\_\_\_\_ Did you make a contribution to a retirement plan such as an IRA, SEP, SIMPLE, etc.? If yes, please include any supporting documents with your 2018 tax records.

Yes\_\_\_\_ No\_\_\_\_ Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you receive a distribution from a retirement plan that was subsequently rolled over into another retirement account within 60 days of receiving the distribution? If yes, please include any supporting documents with your 2018 tax information.

## EDUCATION – Please include all Forms 1099-Q,

Yes\_\_\_\_ No\_\_\_\_ Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you, your spouse, or a dependent incur any tuition expenses, that are required in order to attend a college, university, or vocational school? If yes, please include any supporting documents with your 2018 tax information.

## ITEMIZED DEDUCTIONS

Yes\_\_\_\_ No\_\_\_\_ Did you purchase a vehicle or boat during 2018? If yes, we will need a copy of the auto purchase documents and/or summary of the sales tax paid.

Yes\_\_\_\_ No\_\_\_\_ Did you purchase a new hybrid vehicle in 2018? If yes, we will need a copy of the auto purchase documents that indicate that the vehicle was a hybrid.

Yes\_\_\_\_ No\_\_\_\_ **Did you make direct payments for material used to make home improvements during 2018? If yes, we will need a copy and/or summary of the sales tax that you paid directly (not to a contractor) for those materials used to improve your home.**

Yes\_\_\_\_ No\_\_\_\_ Did you incur a loss because of damaged or stolen property? If yes, please include police report and insurance claim documents with your 2018 tax information.

## ESTIMATED TAXES

Yes\_\_\_\_ No\_\_\_\_ If you have an over payment of 2018 taxes, do you want the excess applied to your 2019 estimated tax instead of being refunded in your 2018 income tax return?

Yes\_\_\_\_ No\_\_\_\_ Do you expect your 2019 taxable income and withholding to be generally the same as 2018? If no, please provide an estimate of the changes you expect in 2019.

## MISCELLANEOUS

Yes\_\_\_\_ No\_\_\_\_ Did you incur moving expenses due to a change of employment that was reimbursed ? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you have an interest in, or signature, or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust? If yes, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Was your home used for business (examples; home office, home based business?) If so, we will need for you to provide us with details concerning its' business use and summaries of the cost of maintaining your home (electric, water, sewer, insurance, etc.). **Please provide to us only your summaries. You will need to maintain your receipts with your other important records should the IRS request those documents at a later time.**

Yes\_\_\_\_ No\_\_\_\_ Did you, or someone on your behalf, including your employer, make contributions to a health savings account (HSA) during the 2018 tax year? Or, did you receive an HSA distribution or acquire an interest during 2018 in an HSA due to the death of the account beneficiary? If yes to either, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you have a medical savings account (MSA), a Medicare Advantage MSA, or acquire an interest during 2018 in an MSA or a Medicare Advantage MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? If yes to either, please include any supporting documents with your 2018 tax information.

Yes\_\_\_\_ No\_\_\_\_ Did you or your spouse during 2018 make any gifts to an individual that the total value is greater than \$15,000, or any gifts to a trust? If yes, please include any supporting documents with your 2018 tax records.

# Child and Dependent Care Expenses

ORG35

## CHILD AND DEPENDENT CARE EXPENSES

Enter below the persons or organizations who provided the child and dependent care.

<b>First Name (if person) Last Name (if person) OR Provider Business Name Additional Business Name</b>	<b>Provider Address</b>	<b>ID Number SSN on first line OR EIN on second line</b>	<b>Amount Paid</b>
<b>Provider Phone</b>			
<b>1</b> ..... ..... .....	..... ..... ..... Care at above address? ..... <input type="checkbox"/>	..... ..... ..... Tax-Exempt .. <input type="checkbox"/>	..... ..... ..... Foreign ..... <input type="checkbox"/>
<b>2</b> ..... ..... .....	..... ..... ..... Care at above address? ..... <input type="checkbox"/>	..... ..... ..... Tax-Exempt .. <input type="checkbox"/>	..... ..... ..... Foreign ..... <input type="checkbox"/>
<b>3</b> ..... ..... .....	..... ..... ..... Care at above address? ..... <input type="checkbox"/>	..... ..... ..... Tax-Exempt .. <input type="checkbox"/>	..... ..... ..... Foreign ..... <input type="checkbox"/>
<b>4</b> ..... ..... .....	..... ..... ..... Care at above address? ..... <input type="checkbox"/>	..... ..... ..... Tax-Exempt .. <input type="checkbox"/>	..... ..... ..... Foreign ..... <input type="checkbox"/>

EXPENSES	2018	2017
<b>1</b> Total employment taxes paid on wages for child care expenses .....		
<b>2</b> Total expenses paid in 2018 but not incurred in 2018 .....		
<b>3</b> Total expenses incurred in 2018 but not paid in 2018 .....		
<b>4</b> Medical expenses paid for qualifying persons unable to care for themselves .....		

STUDENT/DISABLED PERSON INFORMATION FOR 2018	Taxpayer	Spouse
<b>5</b> If taxpayer or spouse was a full-time student or disabled in 2018, answer the following questions:  <b>a</b> Number of months that taxpayer/spouse was a full-time student or disabled .....		
<b>b</b> Did taxpayer or spouse work and earn less than \$250/\$500 during the months entered on line 5a? If No, leave line 5b blank. If Yes, multiply the number of months working and earning less by either \$250/\$500 and enter that amount here .....		



# Education Information

ORG36

## EDUCATION TUITION AND FEES

Attach all Form 1098-Ts and a list of your qualified expenses.

### EDUCATOR EXPENSES

2018

2017

1 a Taxpayer educator expenses.....

b Spouse educator expenses.....

## STUDENT LOAN INTEREST PAID

### Student Loan Interest Reported on a 1098-E in 2018

2 a Enter detail below or total interest in Part 2b

Lender's Name

2018

2017

Total Student Loan Interest

2018

2017

2 b Enter the total interest paid on qualified student loans.....

## FORM 1099-Q

3 Enter 1099-Q detail below.

State Code	Name of Payer or Program	Gross Distribution Box 1	Earnings Box 2	* Type Box 5

\* For the Type Code, enter the following:

P = Private Qualified Tuition Program  
S = State Qualified Tuition Program  
E = Coverdell ESA

## Tax Payments

ORG40

### 2018 ESTIMATED TAX PAYMENTS

	Federal		State			Local		
	Date	Amount	Date	Amount	ID	Date	Amount	ID
1 Qtr 1 due by 04/18/18.....								
2 Qtr 2 due by 06/15/18.....								
3 Qtr 3 due by 09/15/18.....								
4 Qtr 4 due by 01/16/19 .....								
5 a Additional payments ...								
b Additional payments ...								
c Additional payments ...								
d Additional payments ...								

### OTHER TAX PAYMENTS

	Federal	State	Local
6 2017 overpayment applied to 2018 .....			
7 Balance due paid with 2017 return .....			
8 a 2017 Quarter 4 payments paid in 2018 .....			
b 2017 extension payments paid in 2018 .....			
9 Other taxes paid in 2018 for prior years (include explanation) .....			

### 2019 ESTIMATED TAX WORKSHEET

If you expect any significant change in your income or expenses in 2019, please enter the increase or decrease below.

#### Income

10 Wages .....	Taxpayer .....	
	Spouse.....	
11 Self-Employment Income .....	Taxpayer .....	
	Spouse.....	
12 Capital Gains (sale of stock, real estate, etc).....		
13 Other Income:		
Description .....		

#### Deductions

14 Allowable Itemized Deductions .....	
15 Other deductions (such as alimony paid, early withdrawal penalties, etc):	
Description .....	
16 Federal Withholding .....	
17 Number of personal exemptions expected for 2019 .....	

### ADDITIONAL INFORMATION

18 Check to use your 2018 tax amount for your 2019 estimate.....	<input type="checkbox"/>
19 If you have an overpayment of 2018 taxes, check the box to indicate how you want your overpayment applied.	
a Apply entire overpayment to next year and refund excess .....	<input type="checkbox"/>
b Apply entire overpayment to first quarter and refund excess .....	<input type="checkbox"/>
20 Amount to apply if not entire overpayment .....	
21 Number of installments for estimated tax (1 - 4) .....	

# Rent and Royalty Income and Expenses

ORG25

## BASIC PROPERTY INFORMATION

Property description: \_\_\_\_\_  
 Property type: \* \_\_\_\_\_ If type is other, enter a description: \_\_\_\_\_  
 Location (street address): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 If a foreign address: Foreign province or state: \_\_\_\_\_  
 Foreign postal code: \_\_\_\_\_ Foreign Country: \_\_\_\_\_

1 Check property owner ..... ☐ Taxpayer ☐ Spouse ☐ Joint

2 a Did you make any payments that would require you to file Form(s) 1099? ..... ☐ Yes ☐ No  
 b If **yes**, did you or will you file all required Forms(s) 1099? ..... ☐ Yes ☐ No

3 a Enter the ownership percentage (if not 100%) .....  
 b If not 100%, are you reporting 100% of the income and expenses? ..... ☐ Yes ☐ No

4 Is this a rental property? (If **yes**, answer questions 5 through 11; if **no**, skip to question 12.) ..... ☐ Yes ☐ No

5 Did you have personal use of this property or rent it for part of the year at less than fair rental value? ..... ☐ Yes ☐ No

6 For all rental properties, **enter the number of days** during 2018 that:

a The property was rented at fair rental value .....  
 b The property was used personally or rented at less than fair rental value .....  
 c You owned the property, if not the entire year .....

7 a Does this rental have multiple living units and you live in one of the units? ..... ☐ Yes ☐ No  
 b If **yes**, enter percentage of rental use .....

8 Did you actively participate in this property's management during 2018 ? ..... ☐ Yes ☐ No

9 Did you materially participate in this property's management during 2018 ? ..... ☐ Yes ☐ No

10 Do you want to treat this property as non-passive? ..... ☐ Yes ☐ No

11 Did this property have unallowed passive losses in 2017 ? ..... ☐ Yes ☐ No

12 Did you dispose of this property in a fully taxable transaction? ..... ☐ Yes ☐ No

13 Check this box if some of this investment was **not** at-risk ..... ☐ Yes ☐ No

14 a Treat all MACRS assets for this activity as qualified Indian reservation property? ..... ☐ Yes ☐ No

b Treat all assets acquired after August 27, 2005 as qualified GO Zone property? ..... **Regular** ☐ **Extension** ☐ **No** ☐

c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? ..... ☐ Yes ☐ No

d Was this activity located in a Qualified Disaster Area? ..... ☐ Yes ☐ No

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME		2018	2017
15 Rents or royalties received .....			
<p><b>* Property Types:</b></p> <div> <div>1 Single family residence</div> <div>2 Multi-family residence</div> <div>3 Vacation/short-term rental</div> <div>4 Commercial</div> </div> <div> <div>5 Land</div> <div>6 Royalties</div> <div>7 Self-rental</div> <div>8 Other</div> </div>			

# Rent and Royalty Income and Expenses (continued)

ORG25

EXPENSES	2018	2017
Property location .....		
16 Advertising .....		
17 a Automobile (complete ORG18 for autos).....		
b Travel.....		
18 Cleaning and maintenance .....		
19 Commissions.....		
20 a Mortgage insurance premiums — qualified .....		
b Other insurance .....		
21 Legal and professional fees .....		
22 Management fees .....		
23 a Mortgage interest paid to banks — qualified.....		
b Mortgage interest paid to banks — other.....		
24 Other interest .....		
25 Repairs.....		
26 Supplies.....		
27 a Real estate taxes.....		
b Other taxes .....		
28 Utilities .....		
29 Other expenses:		
a .....		
b .....		
c .....		
d .....		
e .....		
30 a Depreciation and Section 179 deduction (Preparer Use Only).....		
b Depletion (Preparer Use Only).....		

# Business Use of Home

ORG20

for:

copy:

Simplified method election for Home Office expenses: Elect the simplified method in 2018 instead of entering actual expenses

☐

Elected the simplified method in 2017 instead of entering actual expenses

☐

GENERAL INFORMATION		2018	2017
1	Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage (square footage) .....		
2	Area used only partly for day care (square footage) .....		
3	Total area of home (square footage) .....		
4	Daycare hours		
a	Number of weeks used for day care, if less than full year .....		
b	Number of days used for day care each week .....		
c	Number of days closed for holidays, vacations, etc. ....		
d	Number of hours used for day care each day .....		
e	Total hours used for day care .....		
f	Total hours available for use .....		
5	Enter the date you began using this home office for this business .....		
6	If part of your income is from a place of business other than this home, enter % of gross income from business use of this home .....		
7	Adjustment to gain from business use of home shown on Schedule D or Form 4797 (Preparer Use Only) .....		
8	Adjustment to losses from this business shown on Schedule D or Form 4797 (Preparer Use Only) .....		

Enter expenses that benefit only your business area in the 'Direct' column and expenses that benefit your entire home in the 'Indirect' column.

EXPENSES	2018		2017	
	Direct	Indirect	Direct	Indirect
9 Casualty losses (Preparer Use Only) .....				
10 Total mortgage interest/points .....				
11 Mortgage interest/points on Form 1098 .....				
12 Interest <b>not</b> on Form 1098 .....				
13 Points <b>not</b> of Form 1098 .....				
14 Real estate taxes .....				
15 Excess mortgage interest (Preparer Use) .....				
16 Qualified mortgage insurance .....				
17 Other insurance .....				
18 Rent .....				
19 Repairs and maintenance .....				
20 Utilities .....				
21 Other expenses (e.g., rent) .....				
22 Carryover of operating expenses .....				
23 Excess casualty losses (Preparer Use Only) .....				
24 Depreciation of your home (Preparer Use Only) .....				
25 Carryover of excess casualty losses and depreciation .....				

## DEPRECIATION

If your home and any additions or improvements to your home are not already listed on ORG50 for this business, please complete the following information.

26	Description	Date Acquired (MM/DD/YY)	Date Placed in Service (MM/DD/YY)	Cost (include land for residence only)
	Residence .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
27	Enter the land value included in cost for residence .....			

## **Disclosure of Terms of Professional Engagement (In accordance with IRS Notice 2009-05)**

We would like to thank you for the opportunity to prepare your income tax returns this year. As has always been the case, this process places responsibilities upon both of us as outlined in this letter. IRS Notice 2009-5 effective January 1, 2009 requires disclosure to the taxpayer by your professional preparer of certain respective responsibilities.

Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work. In other words, we want you to understand the legal and professional limitations in regards to the services you have asked us to perform. It is our responsibility to insure that the preparation be performed in accordance with the Statements on Standards for Tax Services as promulgated by the American Institute of Certified Public Accountants.

It is your responsibility to provide us with all of the information required to complete your tax return. The enclosed 2018 Organizer is designed to be a guide as to the types of information we need to prepare your returns. You may prefer to submit your information in a format other than the organizer. If this is the case, please use the organizer as a reference for the income and expense items that you will need to provide to us. We strongly recommend that you complete the questionnaire as well as using the organizer as a guide in submitting your 2018 tax documents. These simple steps will reduce the potential for you inadvertently omitting important information and hereby allow us to give you better service.

Since it may be necessary at some point to prove the accuracy and completeness of the returns to a taxing authority, you should retain all the documents relating to income and deductions. This includes, but is not limited to, your auto, travel, entertainment, home office, and related expenses and the required documents to support charitable contributions over \$250.

All of your original records will be returned to you. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You should retain the tax records related to the current year's tax returns. In accordance with our company's current document retention policy, we will retain copies of the records, that you have supplied to us that we deem to be pertinent along with our work papers for your engagement, for a period of five years. After five years, our work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available. **Our firm's working papers which are excerpts, samples, selected copies and/or summaries of your original documents and cannot be considered as substitutes for your original records.**

It is also your responsibility to carefully examine and approve your completed tax returns before signing and submission of the return to the tax authorities. Since the returns are prepared from information which you provided, the final responsibility for a complete and accurate tax return rests with you.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Under current IRS regulations, tax preparers may use a "substantial authority" basis when resolving questions where the tax law is unclear, for the benefit of the client. We will not conduct an audit or financial review of the data you submit to us even though we may ask you to clarify or send us additional information or other required documents. Our work will not guarantee detection of fraud or theft, and does not include business consulting or tax planning services. However, you may separately contract these fee based services with our firm.

We will rely, without further verification, upon information you provide to us from third parties including, but not limited to, W-2's, K-1's, 1099's, 1098's, receipts and similar items. If you feel this information may be wrong you will need to notify us and authorize us to examine this information in more detail. We are not responsible for the taxes, penalties and interest due to the dis-allowance of deductions that are doubtful or inadequately supported by your actual documentation.

As a general rule, we require that all information be provided to us no less than 21 days prior to the date when you expect us to deliver your tax return/s. Additionally, if the tax information provided is found to be incomplete, or if we require additional information to properly complete your return, the processing time for completion and delivery of your return will be greater.

Prior to the release of any tax returns or tax return information, all fees incurred to date are due and payable. For your added convenience, we accept Visa, MasterCard, and American Express credit cards. If you supply additional information after the tax return is completed, an additional charge will be levied to recompile your return.

We reserve the right to hold the completed returns until your account is paid in full. We reserve the right to terminate our engagement if we deem that you intentionally will not provide proper or sufficient documentation to substantiate information on the return. Upon termination of our engagement, you will be obligated to compensate us for all time expended, and to reimburse us for all of our out-of-pocket costs through the date of termination.

Having read and fully understood this Disclosure of Terms of Professional Engagement form, by forwarding your 2018 tax records you agree to engage McNair and Associates, P.A., in accordance with the terms indicated above and understand that the tax preparation fee does not include auditing, review, or any other verification of the information submitted. Additionally, you declare that the information that has been provided to McNair and Associates, P.A. is to the best of your knowledge true, correct and complete.

Respectfully,

McNair and Associates, P.A.

McNair and Associates, P.A.  
Certified Public Accountants  
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Longwood, Florida 32750  
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