

Bowen Accounting

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Disclaimer: This is a worksheet designed to help you collect and record all of the pertinent tax information required to prepare your return. It is not a complete listing of every possible item that may effect your taxes. It is a tool to help your organize your thoughts and documents.

TAXPAYER INFORMATION

	NAME	SSN	BDAY	OCCUPATION
YOU	_____	_____	_____	_____
SPOUSE	_____	_____	_____	_____
NOTES:	_____			

CONTACT INFORMATION

ADDRESS	_____		
CITY, STATE, ZIP	_____		
YOUR PHONE	_____	EMAIL	_____
SPOUSE PHONE	_____	EMAIL	_____

VERIFICATION INFORMATION (REQUIRED BY STATE OF CALIFORNIA FOR EFILE)

	DRIVERS LIC OR ID #	ISSUE DT	EXP DATE
YOU	_____	_____	_____
SPOUSE	_____	_____	_____

DEPENDENTS

	NAME	SSN	BDAY	Month Lived	STUDENT
	_____	_____	_____	_____	Y/N
	_____	_____	_____	_____	Y/N
	_____	_____	_____	_____	Y/N
	_____	_____	_____	_____	Y/N
NOTES:	_____				

SPECIAL QUESTIONS

	DID EVERY MEMBER OF YOUR FAMILY HAVE HEALTH INSURANCE ALL YEAR?	YES	NO
	DID YOU PAY ANY ESTIMATED TAX PAYMENTS	YES	NO
	DID YOU SELL ANY REAL ESTATE OR LARGE PERSONAL ITEMS	YES	NO
NOTES:	IF YOU USED COVERED CALIFORNIA, PLEASE MAKE SURE YOU HAVE YOUR 1095A.		

INCOME

TYPE	COMPANY	AMOUNT	FORM
WAGES/SALARIES	_____	_____	W2
WAGES/SALARIES	_____	_____	W2
STATE REFUND	_____	_____	1099G
SOCIAL SECURITY	_____	_____	1099G
RETIREMENT	_____	_____	1099R
UNEMPLOYMENT	_____	_____	1099G
ALIMONY	_____	_____	
INTEREST EARNED	_____	_____	1099 INT
DIVIDENDS EARNED	_____	_____	1099 DIV
STOCK SALES (NEED DOCS)	_____	_____	STMNT
GAMBLING WINNINGS	_____	_____	W2G
GAMBLING LOSSES	_____	_____	REPORTS & NOTES
REAL ESTATE SALE	_____	_____	1099
GIFT/PRIZE/TRUST	_____	_____	SEVERAL
OTHER INCOME	_____	_____	

NOTES: _____

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DEDUCTIONS

TYPE	COMPANY	AMOUNT	FORM?
IRA CONTRIBUTIONS			
TEACHING EXPENSES			
ALIMONY PAID			
MOVING EXPENSES			
EDUCATION (TUITION)			1098
EDUCATION (BOOKS AND FEES)			RECEIPTS
ENERGY EFFICIENT HOME IMPROVEMENTS			
ELECTRIC CAR PURCHASE			
VEHICLE TAGS			DMV
HOME MORT INTEREST			1098
2ND MORT INTEREST			1098
PROPERTY TAXES			1098/OTHR
SALES TAX (VEHICLE PURCHASE)			MANY
MEDICAL EXPENSES			
TAX PREP FEES			
INVESTMENT EXPENSE			STMNT
EMPLOYEE EXPENSES			
CHARITABLE DONATIONS			LETTER
CHARITABLE MILEAGE			RECORDS
NON CASH DONATIONS			GOODWILL

NOTES: DID YOU BUY AND ELECTRIC OR HYBRID VEHICLE?
 DID YOU ADD SOLAR TO YOUR HOME OR ADD ENERGY EFFICIENT UPGRADED, WINDOWS/DOORS/INSULATION?
 IF YOU HAVE EMPLOYEE EXPENSES, PLEASE DESCRIBE THEM.

BUSINESS INCOME AND EXPENSES

CATEGORY	AMOUNT	BUSINESS NAME/ ADDRESS / EIN	NOTES
INCOME			
ADVERTISING			
CAR & TRUCK EXP/MILES			TOTAL MILES/BUSINESS MILES (YEAR/MAKE/MODEL)
COMMISSION AND FEES			
EQUIPMENT PURCHASES			
SELF EMP HEALTH INS			
LEGAL & PROFESSIONAL			
OFFICE EXPENSES			
REPAIRS & MAINT			
INSURANCE			
SUPPLIES			
TAXES AND LICENSES			
TRAVEL EXPENSES			
MEALS & ENTERTAINMENT			
UTILITIES (CELL PHONE)			DID YOU HAVE A HOME OFFIC? YES NO SEE BELOW
WAGES			

NOTES: DID YOU HAVE A HOME OFFICE? IF SO...SQUARE FOOTAGE? HOUSE SQUARE FOOTAGE? TOTAL HOME UTILITIES? INSURANCE?
 REPAIRS? RENT?



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RENTALS

	PROPERTY ADDRESSES HERE	ADDRESS	ADDRESS
INCOME			
ADVERTISING			
TRAVEL			
CLEANING & MAINT			
MORTGAGE INSURANCE			
MORTGAGE INTEREST			
PROPERTY INSURANCE			
REPAIRS			
SUPPLIES			
PROPERTY TAXES			
UTILITIES			
DEPRECIATION			
OTHER EXPENSES			

NOTES: DID YOU SELL ANY RENTAL REAL ESTATE?

NOTES

PLEASE BE AS DETAILED AS YOU WANT WITH NOTES HERE