2022 ORGANIZER INSTRUCTION GUIDE

Kindly read through the pages and confirm and update your current contact information in the organizer. This makes it easier for us to reach you if we have any questions.

- Please do not staple your documents, please use clips if needed.
- If an account or item listed on the organizer has been closed or does not apply to 2022 cross out or indicate the item is no longer relevant. This will avoid additional time and delays in completing your return.
- If we provided you with **tax estimates for 2022**, confirm the amounts preprinted near the end of your organizer are the actual amounts you paid, note any changes. Failure to not provide estimates paid or unpaid, may incur interest and/or penalties. ***We will report that all estimates have been paid timely by you unless you note otherwise.***
- If you file in Alabama. California. Illinois. Kansas. Louisiana. New York. Ohio. Virginia and/or Wisconsin, your **driver's license info** is required for **both** taxpayer and spouse: Please include a legible copy (front and back) of your driver's license(s). There is also space to add the information in the Organizer section for Personal Information. **New York** also requires the Document number found on your driver's license.

The following documents in addition to your completed tax organizer, are required, if applicable, in order to complete your return accurately and completely.

When providing the required documents listed below, you do not need to fill in all fields on the organizer; we will use the data from respective tax forms.

- Form(s) W-2, including any Forms W-2C.
- Forms 1099 – such as R, NEC, MISC, INT, DIV, B, G, K, C, H, S. Include all pages of the consolidated brokerage form(s) 1099
- Schedules K-1 (federal and states) from LLCs, partnerships, trusts, estates and S Corporations.
- Forms 1095-A, 1095-B, 1095-C, if you have received insurance under the ACA, or received premium tax credits, you may need to go online to access forms from your healthcare provider.
- Copies of all documents marked “Important Tax Information”
- If claiming child tax credit, Head of Household, or EITC, provide proof of residency for your child(ren).
- Tuition credits need additional verification in addition to the Form 1098-T, provide billing statements from the education institution, documenting amounts billed and payments made.
- Any documentation for unusual transactions or those transactions which you are unclear as to where to include in the organizer etc. (for example stock option grants etc.)
- Closing (HUD) statements from the sale, purchase or refinance of real estate.
- Information regarding Foreign Assets, disclosure of foreign assets are very strict if you own any foreign assets, please let us know, this also includes accounts that you may have signatory authority over as well as joint accounts that may be held with family members.
- Cybercurrency trading tax information – if you hold, or trade in virtual currency, please let us know. Also, provide us with complete and accurate realized gain and loss information regarding transactions in, or that have used, virtual currency during the applicable year.
- If you received an IP PIN for identity protection from the IRS, please provide us with the IP PIN for any person on your return that has an IP PIN letter from the IRS.
- If this is our first year preparing returns for you, provide a copy of your prior year federal and state returns, if not previously provided.

If you would like to email us your tax files via Secure Link, please email Denise at admin@actcpa.com for a link.