ACT FINANCIAL AND TAX SERVICES, LLC

ORGANIZER INSTRUCTIONS

- Your completed tax organizer and supporting documents are scanned in our files. Staples cause pages to stick together even after the staple is removed, please use clips if needed rather than staples.
- This year there are many new tax law changes, including a new look to the 2018 tax returns, additional questions may need to be answered in order to accurately complete your return, if you have any questions in gathering your information please contact us. We are here to help.
- If you **paid estimates for 2018**, confirm the amounts provided in the organizer are the actual amounts you paid, notate any changes. *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.
- If an account or item listed on the organizer has been closed or does not apply to 2018, cross out or indicate the item is no longer relevant. This will avoid delays in completing your return.
- 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.

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

- Form(s) W-2, including any corrections on Form W-2C.
- Complete consolidated brokerage form(s) 1099 B - showing cost basis and date of purchase. (not just gross proceeds schedules).
- Forms 1099 – R, MISC, INT, DIV, B, G, K, C, H, S, and consolidated.
- 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 now 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.
- If this is our first year preparing returns for you, please provide a copy of your prior year federal and state returns, if not previously provided.
- 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.