

# ALSFELD TAX SERVICE, LLC

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## Tax Year 2022 Organizer

Dear Valued Client:

The following pages contain the common items of income, expenses, and credits, as well as questions that help us determine the proper handling of these items. This form is also available on our website AlsfeldTaxService.Com. If you would like to receive an e-mail confirmation of us receiving your packet, please provide us with an e-mail address here. If you'd like to receive a copy of your return in PDF format along with your grey book, please enclose a memory stick with your packet.

Name \_\_\_\_\_ Email Address \_\_\_\_\_

**Please complete and return your organizer as soon as possible to the address above.**

### Personal Information

Please make sure that you fill in all your personal information so that we may verify/update our files

<b>Full Name:</b>	<b>Full Name (Spouse):</b>
Social Security Number:	Social Security Number:
Occupation: Retired?	Occupation: Retired?
Date of Birth:	Date of Birth:
Newly Married Date:	Newly Divorced Date: Recently Deceased DoD:

<b>Address: Street:</b>	<b>Apt#:</b>
City: State: Zip Code:	
Telephone: Residence: Cell: Business:	
Best Method of Contact:	E-Mail Address:

<b>Filing Status? Circle One --</b>	Single	Married Filing Jointly	Married Filing Separately
	Head of Household	Widow (er)	
<b>Presidential Election Campaign Fund?</b>	T/P = Y / N	Spouse = Y / N	(If left blank Yes will be assumed)

### Dependent Information

Full Name	Date of Birth	Soc. Sec # REQUIRED!	Relationship	Months in Home

### QUARTERLY ESTIMATED TAX PAYMENTS MADE

<b>Federal</b>
Dates & Amounts Paid: April 15, 2022: June 15: Sept. 15: Jan. 15, 2023:
<b>States</b> *please list which states*
Dates & Amounts Paid: April 15, 2022: June 15: Sept. 15: Jan. 15, 2023:

<b>Marketplace Health Insurance: We MUST have your 1095-A!</b> Full Yr Coverage? Y / N
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<b>Private HSA Contributions:</b> _____
<small>**This is only for private HSA's that are "not" through your employer (I.E. After Tax Funds)</small>



# Adjustment to Income

## Alimony Paid & Received

\*\*You MUST include Name, Soc. Sec. Number & Date of Divorce\*\*

### Date of Divorce:

To Whom You Paid:
Alimony Paid:

SS #:
Alimony Rcvd:

## College Expenses Please attach 1098-T's & 1098-E's

Name of College Student:	At least ½ Time Student? Y / N	How many years?
College Tuition:	Student Loan Interest:	Other College Expenses: (explain)

# Itemized Deductions

\*\*Needs to be over Standard Deduction to take effect. Single \$12,950 / Married \$25,900 / HH \$19,400\*\*

### Medical & Dental

Total Health Ins.:	Eyeglasses/Contacts:	Hotels:
Long-Term Care Ins.:	Contact Lenses Supplies:	Parking/Tolls:
Doctors/Dentist:	Hearing Aids/Batteries:	Mileage: (18¢)
Therapists:	Medical Equipment:	Travel Expense:
Hospital/Clinics:	Breast Feeding Eqpt/Exp:	Others:
Lab/X-Ray Fees:	Prescription Medicine:	

### Taxes Paid \*\*This is capped at \$10,000 for Fed only. States calculate their deductions differently so make sure to complete this.\*\*

Real Estate:	State Int. & Div. Tax:	Ad Valorem:
2 <sup>nd</sup> Home Prop. Tax:	Prior Yr. State Tax Pmts.:	Town/City Tax:
State Income Tax:	Excise:	Personal Prop:

### Mortgage Interest Paid \*\*Mortgage Interest is limited to \$750,000 combined principal\*\*

Home Mortgage/s:	Yr. End Loan Principal:	Points:
Dates of Refinance:	Length of Loan (yrs):	Points to Amortize:
2 <sup>nd</sup> Mortgage:	Yr End Loan Principal:	PMI: Seller Points Paid:

**Contributions** YOU **MUST** HAVE BACK UP DOCUMENTATIONS (i.e. canceled checks, account statement, or written acknowledgement from the charity) ON **"ALL CLAIMED DONATIONS"**! THIS IS REQUIRED TO TAKE THE DEDUCTIONS!

Cash Amount	Charitable Organization (name & address)	Value Amount	Description
	<b>Mileage: @ 14¢</b>		

❖ Expenses incurred as a volunteer (**Not Your Own Labor**)  
i.e., uniforms, literature, training, supplies.

❖ If **OVER \$5,000. Must have an appraisal & the appraiser must sign form # 8283!**

# SMALL BUSINESSES

## SCHEDULE "C" INFORMATION

\*\*This can also be used in reporting FARMS, OUTSIDE SALES, STATUTORY EMPLOYEES, Etc.\*\*

### Information Needed

Name of Business:	Fed ID# (if any)
Address: (if different than personal)	
Do you have a separate checking account for this business? Yes / No	
Method Used to Value Closing Inventory? Does Not Apply: _____ Cost: _____ Lower of Cost or Market: _____ Other (explain): _____	
Did you materially participate in the operation of this business? Yes / No	
Was this business started this year? Yes/ No If Yes, - Date Created:	
Was this business still in operation on Dec. 31? Yes / No If NO, - Date Closed:	

### Income

Total Income from Operations:	Included 1099-NEC's & 1099-K's:
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### Cost of Goods Sold

<b>Beginning</b> Inventory:	<b>Ending</b> Inventory:
Purchases:	Materials & Supplies: Other Costs:

### Expenses

Advertising:	Office Exp:	Rent:
Repairs:	Office Repair/Maint:	Heat:
Business Insurances:	Licenses:	Meals:
Bus. Health Insurance:	Telephone:	Electric:
Sales Taxes:	Cell Phones:	Auto Exp: **SEE PAGE 5**
Legal:	Internet:	Subcontractors:
Professional Fees:	Equipment Rental:	*Did you issue 1099's Y / N
Fees:	Wages: *include W-3's*	Other:
Interest:	P/R Taxes: *Fed & State*	

### Travel Expenses

Air Travel:	Meals:	Car Rental:	Other:
Train Travel:	Tips:	Parking:	
Hotels:	Taxis:	Tolls:	

### Equipment Purchased this year

Description of Equip	New / Used	Date Purchased	Cost

**\*DEPRECIATION:** If real estate – give date purchased, percent of structure used for business, and land cost/value. Unless told otherwise we will take maximum depreciation allowed by law, but we will check to make sure that this is in your best interest. **\*\*\*If not first year, and we did not prepare your taxes previously, please provide us with either prior years' returns when depreciation first started for each item, or existing depreciation schedules\*\*\***

### Do you have a Home Office?

Home office? Y / N	Home Total Sq. Ft.Sq.	Ft. Used for Bus:
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### Home Office Expenses:

Utilities:	Mortgage Interest:	Security:
House Maint. Cost:	Home Insurance:	Other:

# Rental Property

## Schedule "E" Information

**INFORMATION NEEDED \*\*Please Use One Form for Each Rental Property Owned\*\***

<b>Address and Type of Each Property:</b>	
Did you or your family use this property for personal purposes for more than 14 days or <b>10% of the total rental period</b> for this year? Yes / No    How Many Days?	
Is this operated under a company name:	Is this an LLC? Y / N

**RENTAL INCOME RECEIVED:**

**EXPENSES**

Advertising:	Interest to Others:	Water:
Auto & Travel:	Repairs:	Sewer:
Cleaning/Maintenance:	Supplies:	Snow Removal:
Commissions:	Taxes:	Trash Removal:
Insurance:	Electric:	Equipment Rentals:
Legal/Accounting:	Hot Water:	Condo Fees:
Management Fees:	Heat Cost (Oil/Gas/Wood):	Other:
Interest to Banks:	Telephone Exp:	

**Equipment Purchased this year**

Description	Date Purchased	Cost	% of Rental Use

**Depreciation:** \*\*\*If not first year, and we did not prepare your taxes previously, please provide us with either prior years' returns when depreciation first started for each item, or existing depreciation schedules\*\*\*

**DO YOU USE A CAR FOR BUSINESS? (For Subcontractors, Businesses, Rentals, Farms, etc.)**

**(Leased vehicles may only use mileage)** You may claim mileage **OR** actual expenses for you auto expenses

**\*\*You must keep some form of a log for these expenses\*\***

**Year & Make of Vehicle:**

Date Purchased:	Date Leased:
Cost:	2022 Total Lease Payments:

**For Both Methods We Will Need the Following to Calculate Miles vs. Actual % of Business Use:**

Personal miles \_\_\_\_\_ + Business miles (58.5¢ Jan – June) \_\_\_\_\_ + (62.5¢ July-Dec) \_\_\_\_\_

Commuting miles \_\_\_\_\_ = Total of all miles traveled in 2022 \_\_\_\_\_.

Do you have another vehicle available for use? YES / NO

*These expenses can be used with both methods (mileage or actual)*

Loan Int. Pd:	Taxes:	Parking:	Tolls:
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*We need the following totals/info for calculating actual expenses*

Fuel:	Tires:	Washes:	Licenses:
Maintenance:	Insurance:	Repairs:	Other (explain):

# STATE TAX RETURNS:

## DO YOU WANT US TO PREPARE YOUR STATE TAX RETURN? Yes / No

- For some state tax returns WE NEED: County Name: \_\_\_\_\_ County Code: \_\_\_\_\_ School Code: \_\_\_\_\_
- VT Resident filers, we need a copy of the actual property tax bill.
- MA Resident filers, we need a copy of your 1099HC which is the additional Health Care form you receive as proof of insurance to the state.
- All NY, OH, & AL filers must provide us with Taxpayer's (and spouse if MFJ) Driver's License number for identification purposes if E-filing.
- If you lived in more than one state, please provide dates of residency.

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## DIRECT DEPOSIT OF REFUND?

IF WANTED CIRCLE HERE: Yes No

\*\*Send Voided Check for #'s or Fill Out the Information Clearly Below\*\*

Name of Financial Institution	Routing Number (9 digit number)	Account Number

\*\*If interested in having your refund deposited in multiple accounts, please call for details. Direct deposits are also available into Traditional, Roth, or SEP-IRA, but *not* SIMPLE IRA\*\*

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## E-FILING

The IRS is highly encouraging E-filing because they are still backlogged from the previous year's returns. Currently, they are still working with a limited in-house staff, which is greatly delaying processing of paper filings.

Would you like to E-File? Yes No Unsure

- If you plan on E-filing we'll be sending you your grey book, as always, but **instead of a filing copy, you'll receive Form 8879. This will show your refund/owe amount and must be signed and returned to us prior to us being able to electronically submit. This is mandatory!!!** We MUST have that form in hand either by mail, fax, or e-mail, and it must have your signature (and your spouse's).
- If requested, we can also provide E-Signatures through our software if you provide e-mail addresses to send the E-Documents.

Taxpayer E-mail: \_\_\_\_\_ Spouse E-mail: \_\_\_\_\_

**THANK YOU, WE APPRECIATE YOUR BUSINESS!!!**

**Privacy Notice:** Our firm will not disclose any personal or financial information other than to the people named on the Tax Return, as per IRC Sec. 7216. **NO EXCEPTIONS.** If there is a situation otherwise, we will request written permission stating what information is allowed to be given. We are committed to your privacy and retaining your trust.