



MORRIS & BRYSON, LLC

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Tax Planning Organizer

Things you need to bring for your first appointment (or information we need to complete your tax return)

- Last year's tax return (if not in our files)
- Original Form(s) W-2
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts
- Form(s) 1099 R or statements reporting **pension** income, **social security** income or other compensation
- Form(s) 1099 or statements reporting **interest** income
- Form(s) 1099 or statements reporting **dividend** income
- Form(s) 1099 S - sale of house
- Form(s) 1099 B - sale of stocks
- Copy of Social Security Card for **all** individuals including children and/or other dependents
- Birthdates for all individuals including children and/or other dependents

Basic Taxpayer Information

	Taxpayer	Spouse
Name		
Social Security Number		
Date of Birth		
Occupation		
Please check if		
<input type="checkbox"/> over 65		
<input type="checkbox"/> Blind		
<input type="checkbox"/> Dependent of another		
<input type="checkbox"/> Presidential Election Campaign		
Work Phone		
Cell Phone		
Fax Number		
Email address		
Home Phone		
Street Address		
City, State, Zip		

DEPENDENT INFORMATION

Name (first, middle, last)	Date of Birth	Social Security #	Relationship	Months in home

WAGES and SALARIES

Employer Name	Wages	Federal Tax Withheld	FICA Withheld	Medicare Withheld	State Tax Withheld	Local Tax Withheld

INTEREST INCOME

	SOURCE	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

DIVIDEND INCOME

	SOURCE	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

GAINS OR LOSSES FROM SALES OF STOCKS, SECURITIES AND OTHER CAPITAL ASSETS

	Kind of Property and Description	Date acquired (mm/dd/yy)	Date sold (mm/dd/yy)	Sales Price	Cost or other basis
1					
2					
3					
4					
5					
6					
7					
8					

OTHER INCOME

		Prior Year Amount	Current Year Taxpayer	Current Year Spouse
1	Taxable refunds of state and local income taxes			
2	Alimony received			
3	Business income or (loss) - Schedule C			
4	Other gains or (losses) - Form 4797			
5	Total IRA distributions			
6	Total pensions and annuities			
7	Rents and royalties, trusts, S corporations, partnerships - Schedule E			
8	Farm income or (loss) - Schedule F			
9	Unemployment compensation			
10	Total social security benefits			
11	All other income - not provided for above			
12	Tips			
13	Child care taxable benefits			
14	Prizes (1099-Misc)			
15	Scholarships and fellowships			

ADJUSTMENTS TO INCOME

		Prior Year Amount	Current Year Amount
1	Your IRA deduction		
2	Spouse's IRA deduction		
3	Moving expenses		
4	Keogh Retirement plan and self-employed SEP deduction		
5	Penalty on early withdrawal of savings		
6	Alimony paid		

ITEMIZED DEDUCTIONS

		Prior Year Amount	Current Year Amount
1	Medical and dental expenses		
2	Mileage for medical and dental		
3	Real Estate Taxes		
4	Personal property taxes		
5	Other taxes		
6	Home mortgage interest and points reported on Form 1098		
7	Home mortgage interest not reported on Form 1098 Name Address: _____ SSN: _____		
8	Home mortgage points not reported on Form 1099		
9	Gifts to charity by cash or check		
10	Gifts to charity other than by cash or check		
11	Mileage driven to charitable activities		
12	Casualty and theft losses (Form 4684)		
13	Investment interest paid		
14	Unreimbursed employee expenses		
	Travel expenses (exclude meals)		
	Meals and entertainment		
	Parking and Tolls		
	Telephone used for employer's business (allocate cost)		
	Professional organization or union dues		
	Educations expenses required to maintain your job		
	Office in home required by employer		
	Tools and equipment		
	Safety and protective clothing		
	Uniform costs		
	Professional journals subscriptions		
	Job seeking costs		
	Other		
15	Other Expenses		
	Investment expenses		
	Tax Preparation fees		
	Safe deposit box rental		
	Other		
16	Other miscellaneous deductions		

Child or Dependent Care Expenses

	Name	Paid To Address	Social Security or ID Number	Amount Paid Paid
1				
2				
3				
4				

Estimated Taxes and Other Taxes Paid

	Date Due	Federal		State	
		Date Paid	Amount	Date Paid	Amount
1	Applied From Prior Year's Refund				
2	First Quarter Estimated Tax				
3	Second Quarter Estimated Tax				
4	Third Quarter Estimated Tax				
5	Fourth Quarter Estimated Tax				
6	Other Tax Payments				
7	Prior year's state fourth quarter estimated tax payment (paid in current tax year)				
8	Prior year's state tax payment paid with extension/return				