

## El Cid Bookkeeping - 2019 Tax Organizer

### Personal and Dependent Information

#### Personal Information

Name		SSN	Date of birth
Taxpayer			
Spouse			
Street address, city, state, and ZIP			
Occupation		Daytime phone	Evening phone
Taxpayer			
Spouse			
Taxpayer email			
Spouse email			

#### Marital Status at end of 2019

- ☐ Married  
☐ Married filing separately  
☐ Single  
☐ Widow(er) If spouse died in 2019 enter the date of death \_\_\_\_\_

#### Other information

- Are you blind?  
 Are you disabled?  
 Are you a full-time student?  
 Do you want \$3 to go to the Presidential Election Campaign Fund?

#### Taxpayer

- ☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

#### Spouse

- ☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

#### Dependent Information

First and last name	SSN	Relationship	Months in home	Date of birth	Disabled	Full-time student

List dependents required to file a return \_\_\_\_\_

#### Estimates

	Federal		Resident state		Resident city	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2018	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

#### Account Information for Deposits or Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

#### Appointment Information

Your 2019 appointment is scheduled for \_\_\_\_\_

# Income

Name:

SSN:

## Wages & Salaries

Provide all copies of Form W-2

2019 federal

Employer name

wages


## Retirement

Provide all copies of Form 1099-R

2019

Payer name

distribution


Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?

☐

Yes

☐

No

## Form 1099-Misc Income

Provide all copies of Form 1099-MISC

2019

Payer name

amount


## Income

Name:

SSN:

## Dividend Income

Provide all copies of Form 1099-DIV & other statements that report dividend income

## 2019

## 2019

### Account number

**ordinary**

**qualified**

**Payer name**

## dividends

## dividends

## Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income

## 2019

### Account number

## interest

Payer name

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

[illegible]

## Other Income and Adjustments

Name:

SSN:

## Other Income

☐ Did you receive, sell, exchange, or otherwise acquire any financial interest in any virtual currency at any time during 2019?

	2019 Taxpayer	2019 Spouse
Scholarships or grants not reported on Form W-2 . . . . .		
State income tax refund (attach Forms 1099-G) . . . . .		
Social Security Benefits (attach Forms 1099-SSA) . . . . .		
Railroad Retirement Benefits (attach Forms 1099-RRB) . . . . .		
Alimony received		
Divorce or separation date _____ Amount _____		
Unemployment compensation (attach Forms 1099-G) . . . . .		
Unemployment compensation repaid in 2019 . . . . .		
Gambling winnings (attach Forms W2-G) . . . . .		
Alaska Permanent Fund . . . . .		
ABLE distributions . . . . .		
Other income: _____		
_____		
_____		

## Adjustments

	2019 Taxpayer	2019 Spouse
Educator expenses (If you are an educator, enter the amount you paid for classroom supplies . . . . .		
Contributions made to a Health Savings Account (HSA) . . . . .		
Contributions made to a Self-Employed Pension plan (SEP) . . . . .		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents . . . . .		
Alimony paid		
Name _____		
SSN _____ Divorce or separation date _____		
Name _____		
SSN _____ Divorce or separation date _____		
Contributions made to an Individual Retirement Account (IRA) . . . . .		
Contributions made to a Roth IRA . . . . .		
Interest paid on a student loan . . . . .		
Other adjustments: _____		

## Job-related Moving Expenses

☐ Select this box and complete the fields below if you are a member of the Armed Forces on active duty, and moved due to a military order for a permanent change of station.

2019

Number of miles from old home to old workplace .....	
Number of miles from old home to new workplace .....	
Expense to move household goods & personal effects and lodging expenses while traveling to your new home ..... (Do not include cost of meals)	

## Schedule C - Profit or Loss from Business

Name:

SSN:

## General Business Information

Business name \_\_\_\_\_ Employer ID number \_\_\_\_\_

Professional product or service \_\_\_\_\_

Business address, city, state, ZIP \_\_\_\_\_

☐ This business started or was acquired during 2019☐ Yes ☐ No Payments of \$600 or more were paid to an individual who is not your employee for services provided for this business☐ This business was disposed of during 2019☐ Yes ☐ No You filed Forms 1099 for the individuals

## Income

	2019	2019
Gross receipts or sales . . . . .	_____	Other income ..... _____
Returns & allowances . . . . .	_____	_____

## Expenses

	2019	2019
Advertising . . . . .	_____	Travel ..... _____
Car & truck expenses . . . . .	_____	Total meals ..... _____
Commissions & fees . . . . .	_____	Utilities ..... _____
Contract labor . . . . .	_____	Wages ..... _____
Depletion . . . . .	_____	Other expenses (list) ..... _____
Employee benefit programs . . . . .	_____	_____
Insurance (other than health) . . . . .	_____	_____
Interest - mortgage . . . . .	_____	_____
Interest - other . . . . .	_____	_____
Legal & professional services . . . . .	_____	_____
Office expenses . . . . .	_____	_____
Pension & profit sharing plans . . . . .	_____	_____
Rent or lease (vehicles, machinery, & equipment) . . . . .	_____	_____
Rent (other business property) . . . . .	_____	_____
Repairs & maintenance . . . . .	_____	_____
Supplies . . . . .	_____	_____
Taxes & licenses . . . . .	_____	_____

## Cost of Goods Sold

	2019	2019
Inventory at beginning of year . . . . .	_____	Materials & supplies ..... _____
Purchases . . . . .	_____	Other costs ..... _____
Cost of personal use items . . . . .	_____	Inventory at end of year ..... _____
Cost of labor . . . . .	_____	<input type="checkbox"/> There was a change in inventory method

**Schedule E - Income or Loss from Rental Real Estate & Royalties**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**General Property Information**

Property description \_\_\_\_\_

Address, city, state, ZIP \_\_\_\_\_

**Select the property type**

- ☐ Single family residence      ☐ Vacation / short-term rental      ☐ Land      ☐ Self-rental  
☐ Multi-family residence      ☐ Commercial      ☐ Royalties      ☐ Other \_\_\_\_\_

Number of days property was rented \_\_\_\_\_ Number of days property was used for personal use \_\_\_\_\_

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied \_\_\_\_\_

- ☐ This property is your main home or second home      ☐ Yes ☐ No Payments of \$600 or more were paid to an individual who is not your employee for services provided for this rental  
☐ This property was disposed of during 2019      ☐ Yes ☐ No You filed Forms 1099 for the individuals  
☐ This property was owned as a qualified joint venture

**Income**

	<b>2019</b>	Royalties from oil, gas, _____ mineral, copyright or patent	<b>2019</b>
Rent income . . . . .	_____		_____

**Expenses**

	Rental unit expenses	Rental <u>and</u> homeowner expenses	
Advertising . . . . .	_____	_____	
Auto & travel . . . . .	_____	_____	
Cleaning & maintenance . . . . .	_____	_____	
Commissions . . . . .	_____	_____	
Insurance . . . . .	_____	_____	
Legal & professional fees . . . . .	_____	_____	
Management fees . . . . .	_____	_____	
Mortgage interest . . . . .	_____	_____	
Other interest . . . . .	_____	_____	
Repairs . . . . .	_____	_____	
Supplies . . . . .	_____	_____	
Taxes . . . . .	_____	_____	
Utilities . . . . .	_____	_____	
Depletion .....	_____	_____	
Other expenses	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

If this Schedule E is for a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.

If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.

## Name:

SSN:

## Provide all copies of Schedule K-1 and attachments

[illegible]



## Schedule F - Profit or Loss from Farming

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

## General Information

Principal product \_\_\_\_\_ Employer ID number \_\_\_\_\_

☐ This farm was disposed of during 2019☐ Yes ☐ No Payments of \$600 or more were paid to an individual who is not your employee for services provided for this farm☐ Yes ☐ No You filed Forms 1099 for the individuals

## Income

	2019	2019
Sale of livestock / other items . . . . .	_____	_____
Cost of items bought for resale . . . . .	_____	_____
Sale of products you raised . . . . .	_____	_____
Total cooperative distributions . . . . .	_____	_____
Total agricultural payments . . . . .	_____	_____
Commodity Credit Corporation (CCC) loans:		
CCC loans reported . . . . .	_____	_____
CCC loans forfeited . . . . .	_____	_____
Crop insurance proceeds:		
Amount received in 2019 . . . . .	_____	_____
<input type="checkbox"/> You elect to defer to 2020		
Amount deferred from 2018 . . . . .	_____	_____

## Expenses

	2019	2019
Car & truck expenses . . . . .	_____	_____
Chemicals . . . . .	_____	_____
Conservation expenses . . . . .	_____	_____
Custom hire (machine work) . . . . .	_____	_____
Employee benefit programs . . . . .	_____	_____
Feed purchased . . . . .	_____	_____
Fertilizers & lime . . . . .	_____	_____
Freight & trucking . . . . .	_____	_____
Gasoline, fuel, & oil . . . . .	_____	_____
Insurance (other than health) . . . . .	_____	_____
Interest - mortgage (paid to banks, etc.)	_____	_____
Interest - other . . . . .	_____	_____
Non-W-2 labor hired . . . . .	_____	_____
W-2 wages paid . . . . .	_____	_____
Pension & profit-sharing plans . . . . .	_____	_____
Rent - vehicles, machinery, & equipment . . . . .	_____	_____
Rent - other (land, animals, etc.) . . . . .	_____	_____

## Form 4835 - Farm Rental Income and Expenses

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**General Information**

Description \_\_\_\_\_ Employer ID Number \_\_\_\_\_

☐ This farm was disposed of during 2019**Income**

	2019	2019
Income from production of livestock, grains, and other crops.....	_____	Crop insurance proceeds:
Total cooperative distributions . . . . .	_____	Amount received in 2019 .....
Total agricultural payments . . . . .	_____	<input type="checkbox"/> You elect to defer to 2020
Commodity Credit Corporation (CCC) loans:		Amount deferred from 2018 .....
CCC loans reported . . . . .	_____	Other income .....
CCC loans forfeited . . . . .	_____	_____

**Expenses**

	2019	2019
Car & truck expenses . . . . .	_____	Seeds & plants purchased .....
Chemicals . . . . .	_____	Storage & warehousing .....
Conservation expenses . . . . .	_____	Supplies purchased .....
Custom hire (machine work) . . . . .	_____	Taxes .....
Employee benefit programs . . . . .	_____	Utilities .....
Feed purchased . . . . .	_____	Veterinary, breeding, & medicine .....
Fertilizers & lime . . . . .	_____	Other expenses
Freight & trucking . . . . .	_____	_____
Gasoline, fuel, & oil . . . . .	_____	_____
Insurance (other than health) . . . . .	_____	_____
Interest - mortgage (paid to banks, etc.)	_____	_____
Interest - other . . . . .	_____	_____
Labor hired (less jobs credit) . . . . .	_____	_____
Pension & profit-sharing plans . . . . .	_____	_____
Rent - vehicles, machinery & equip . . . . .	_____	_____
Rent - other (land, animals, etc.) . . . . .	_____	_____
Repairs & maintenance . . . . .	_____	_____

## Expenses Related to Business

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

### Auto Expense

Name of business vehicle is used for \_\_\_\_\_

Description of vehicle \_\_\_\_\_ Date vehicle was placed in service \_\_\_\_\_

<p>Yes    No</p> <p><input type="checkbox"/>   <input type="checkbox"/> This vehicle is available for use during off-duty hours</p> <p><input type="checkbox"/>   <input type="checkbox"/> Another vehicle is available for personal use</p>	<p>Yes    No</p> <p><input type="checkbox"/>   <input type="checkbox"/> There is evidence to support your deduction</p> <p><input type="checkbox"/>   <input type="checkbox"/> The evidence is written</p>
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### Mileage

Number of miles the vehicle was driven during 2019

Business ..... \_\_\_\_\_

Commuting ..... \_\_\_\_\_

Other ..... \_\_\_\_\_

### Expenses

Garage rent ..... \_\_\_\_\_ Repairs ..... \_\_\_\_\_

Gas ..... \_\_\_\_\_ Tires ..... \_\_\_\_\_

Insurance ..... \_\_\_\_\_ Tolls ..... \_\_\_\_\_

Licenses ..... \_\_\_\_\_ Lease addback ..... \_\_\_\_\_

Oil ..... \_\_\_\_\_ Other expenses

Parking fees ..... \_\_\_\_\_

Rental fees ..... \_\_\_\_\_

Interest ..... \_\_\_\_\_

Property tax ..... \_\_\_\_\_

### Business Use of Home

Name of business home is used for \_\_\_\_\_

What is the total square footage of your home that was used regularly and exclusively for business \_\_\_\_\_

What is the total square footage of your home \_\_\_\_\_

For daycare facilities not used exclusively for business, complete the following questions

How many days during the year was the area used \_\_\_\_\_

How many hours per day was the area used \_\_\_\_\_

☐ The daycare facility was in operation for the entire year

### Expenses

	Office expenses	Home expenses
--	-----------------	---------------

Mortgage interest ..... \_\_\_\_\_

Real estate taxes ..... \_\_\_\_\_

Excess mortgage interest ..... \_\_\_\_\_

Excess real estate taxes ..... \_\_\_\_\_

Insurance ..... \_\_\_\_\_

Rent ..... \_\_\_\_\_

Repairs &amp; maintenance ..... \_\_\_\_\_

Utilities ..... \_\_\_\_\_

Other expenses ..... \_\_\_\_\_

In the "Office expenses" column, enter those expenses that pertain exclusively to your office; in the "Home expenses" column, enter those expenses that pertain to the entire dwelling.

## Schedule A - Itemized Deductions

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Medical and Dental Expenses**

Health insurance premiums (paid by you) . . . . . \_\_\_\_\_

Long-term care premiums (you) . . . . . \_\_\_\_\_

Long-term care premiums (your spouse) . . . . . \_\_\_\_\_

Long-term care premiums (dependents) . . . . . \_\_\_\_\_

Mileage driven for medical purposes . . . . . \_\_\_\_\_

**Medical and dental expenses**

Doctor, dental, etc . . . . . \_\_\_\_\_

Prescription medicines . . . . . \_\_\_\_\_

Insulin . . . . . \_\_\_\_\_

Glasses and contacts . . . . . \_\_\_\_\_

Hearing aids . . . . . \_\_\_\_\_

Braces . . . . . \_\_\_\_\_

Medical equipment & supplies . . . . . \_\_\_\_\_

Hospital services . . . . . \_\_\_\_\_

Laboratory services . . . . . \_\_\_\_\_

Nursing services . . . . . \_\_\_\_\_

Other . . . . . \_\_\_\_\_

**Taxes Paid**

State and local income taxes . . . . . \_\_\_\_\_

Sales tax . . . . . \_\_\_\_\_

Real estate taxes . . . . . \_\_\_\_\_

Personal property taxes . . . . . \_\_\_\_\_

Other taxes (list) \_\_\_\_\_

**Interest Paid**

Mortgage interest paid (attach Form 1098) . . . . . \_\_\_\_\_

☐ Some of your home mortgage loan was not used to buy, build, or improve your home

Mortgage interest paid to an individual . . . . . \_\_\_\_\_

Paid to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

SSN or EIN \_\_\_\_\_

Investment interest . . . . . \_\_\_\_\_

**Charitable Contributions**

Donations to charity	Cash	Noncash	Amount
Church . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boy or Girl Scouts . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Goodwill . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Red Cross . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Salvation Army . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
United Way . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Veterans . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hospital . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
University . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	_____

Miles driven for charitable purposes \_\_\_\_\_

**Other Miscellaneous Deductions**

Amortizable bond premiums \_\_\_\_\_

Federal estate tax \_\_\_\_\_

Gambling losses \_\_\_\_\_

Impairment-related work expenses \_\_\_\_\_

Claim repayments . . . . . \_\_\_\_\_

Unrecovered pension investments \_\_\_\_\_

Loss from other activities from Schedule K-1 \_\_\_\_\_

Ordinary loss debt instrument \_\_\_\_\_

**Job Expenses & Certain Miscellaneous Deductions**

Necessary job expenses you paid that were not reimbursed by your employer

Safety equipment, tools, & supplies \_\_\_\_\_

Uniforms \_\_\_\_\_

Protective clothing (shoes, hardhats, glasses, etc.) \_\_\_\_\_

Dues to professional organizations \_\_\_\_\_

Books & subscriptions \_\_\_\_\_

Other \_\_\_\_\_

Tax preparation fees \_\_\_\_\_

Other nonpersonal expenses related to taxable income

Safe deposit box fees \_\_\_\_\_

Investment expenses not entered elsewhere . . . \_\_\_\_\_

Other \_\_\_\_\_

Qualified mortgage insurance premiums \_\_\_\_\_

Home equity interest \_\_\_\_\_

## Other Information

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Mortgage Interest**

Provide all copies of Form 1098

Lender's name	Mortgage interest received	Mortgage insurance premiums	Real estate taxes paid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employee Business Expenses**

- ☐ You are a qualified performing artist
 ☐ You are a member of the clergy  
☐ You are a fee-based state or local government official
 ☐ You used your personal vehicle for your job during 2019  
☐ You are a disabled employee with impairment-related work expenses  
☐ You are a reservist

	NOT reimbursed by your employer	Reimbursed by your employer not included on your W-2
Parking fees, tolls, local transportation .....	_____	_____
Meals . . . . .	_____	_____
Overnight business travel expenses ..... (Do not include meals & entertainment)	_____	_____
Other business expenses . . . . .	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Casualties and Thefts**

FEMA code _____	FEMA code _____
Property description _____	Property description _____
Property location _____	Property location _____
_____	_____
Date property was acquired _____	Date property was acquired _____
Date property was damaged or stolen _____	Date property was damaged or stolen _____
Cost of property damaged or stolen _____	Cost of property damaged or stolen _____
Amount of damage _____	Amount of damage _____
Insurance reimbursement _____	Insurance reimbursement _____

## Other Information

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

### Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount paid

### Education Expenses

Provide all copies of Form 1098-T

Student name \_\_\_\_\_ Student name \_\_\_\_\_

Type of expense	Amount	Type of expense	Amount

Student name \_\_\_\_\_ Student name \_\_\_\_\_

Type of expense	Amount	Type of expense	Amount

Student name \_\_\_\_\_ Student name \_\_\_\_\_

Type of expense	Amount	Type of expense	Amount