GPMI CONSULTING & TAX EXPERTS

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Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

* Interviews regarding your tax situation

* Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data

* Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (310)853-2388.

Sincerely,

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GPMI CONSULTING & TAX EXPERTS

All documents listed are usually required to complete a tax return filing. Please see which applies to you and

ATTACH AND SEND!

[ ] **Form W-2, Wage and Tax Statement**: -This is the form you've been waiting for, showing your total wages and income tax withholding for the year. For some people, this may be all they need to do their taxes. For the rest of us, Form W-2 is just the beginning.

[ ] **Form 1099-MISC, Miscellaneous Income**:- If you do freelance work or contract labor during the year for other businesses, the IRS requires those businesses to send you Form 1099-MISC by the end of January. You should receive it shortly thereafter. You must report all business income, including cash or barter payments, regardless of whether you receive a Form 1099-MISC.

[ ] **1099-G, Certain Government Payments**:- If you receive unemployment compensation benefits, you'll find them reported on Form 1099-G. You must include unemployment compensation in your taxable income. You'll also receive Form 1099-G if you received other government payments, most notably state tax refunds. State tax refunds may not seem like payments, but they must be added to your income if you previously benefitted from a deduction for the state tax paid.

[ ] **Form 1099-K, Payment Card and Third Party Network Transactions**:- If you accept bank cards in your business, the bank reports your total bank card revenue on this form.

[ ] **Form 1099-R, Distributions**:- from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. Retirement income and retirement plan distributions are reported to you on Form 1099-R. If the financial institution calculates the taxable portion of your distributions, they report it on this form as well.

[ ] **1098-E, Student Loan Interest Statement** :-You can generally deduct your student loan interest. This statement shows how much student loan interest you paid during the year.

[ ] **Form 1098-T, Tuition Statement:** - If you paid for post-secondary education, you should receive this form with the amount of tuition and other expenses you paid. Based on these expenses, you may qualify for tax credits or a deduction for yourself, your spouse, or a dependent.

[ ] **Form 1099-DIV, Dividends and Distributions:** -Form 1099-DIV reports how much you received in dividends and other distributions. It also reports the portions of those dividends that are qualified dividends or capital gains distributions and thus are taxed at the lower rates for long-term capital gains. It also reports other important tax information. Your brokerage or other institution may use a form that looks different from the one the IRS provides, but the information is the same.

[ ] **Form 1099-INT**, **Interest Income:-** You'll receive this statement from banks, brokerages, and other institutions that pay you over $10 in interest for the year. You must report and pay tax on interest, regardless of whether you receive Form 1099-INT.

[ ] **Form 1098: Mortgage Interest Statement:**- Your mortgage interest statement shows the amount of interest you paid during the year, as well as property taxes your bank paid from your escrow account.

[ ] **Schedule K-1:-** This form can include income, deduction, and other tax items from a partnership or other pass-through entity. You may have to wait for your Schedule K-1 because it can only be sent after the entity's tax return is completed.

[ ] **Form 1099-C:-** According to the IRS, nearly any debt you owe that is canceled, forgiven or discharged becomes taxable income to you. You'll receive a Form 1099-C, "Cancellation of Debt," from the lender that forgave the debt.

Checklist

Name: SSN:

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2019 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2018 tax year.

Other Income (provide supporting documentation for income received for the following items)

- [ ] Sale of assets or property
- [ ] Cancellation of debt
- [ ] Other income ____

Payments (provide supporting documentation for payments made for the following items)

- [ ] Educator classroom expenses
- [ ] Employee business expenses
- [ ] Contributions to a Health Savings Account
- [ ] Expenses related to work relocation
- [ ] Alimony
- [ ] Student loan interest
- [ ] Tuition and fees for higher education
- [ ] Expenses related to child or dependent care
- [ ] Contributions to a Retirement Savings Account
- [ ] Medical and dental expenses
- [ ] Real estate taxes
- [ ] Other state and local taxes
- [ ] Mortgage interest
- [ ] Investment interest
- [ ] Cash Contributions
- [ ] Noncash Contributions
- [ ] Unreimbursed employee expenses
- [ ] Investment expenses
- [ ] Gambling losses
- [ ] Other payments ____

Questionnaire

Name: SSN:

Questionnaire

Personal Information

Yes	No	
[ ]	[ ]	Did your marital status change during the year?
		If "Yes," explain ____
[ ]	[ ]	Can you or your spouse be claimed as a dependent by someone else?
[ ]	[ ]	Did your address change during the year?
		Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes	No	
[ ]	[ ]	Did you have any changes in dependents during the year?
		If "Yes," explain ____
[ ]	[ ]	Can another person qualify to claim any of your dependents?
[ ]	[ ]	Did you have any childcare expenses during the year?
[ ]	[ ]	Did you have any adoption expenses during the year?
[ ]	[ ]	Did you have any children under age 19 or a full-time student under age 24 with more than $2200 of unearned income?
		Provide documentation for proof of dependent related credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes	No	
[ ]	[ ]	Did any member of your household have healthcare coverage through the Marketplace?
		If "Yes," provide copies of Form 1095-A.
[ ]	[ ]	Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information

Yes	No	
[ ]	[ ]	Did you receive any tips not reported to your employer?
[ ]	[ ]	Did you receive any disability income during the year?
[ ]	[ ]	Did you cash any U.S. savings bonds during the year?
[ ]	[ ]	Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currencies?
[ ]	[ ]	Did you receive any other income not provided with this organizer?
		If "Yes," explain ____
[ ]	[ ]	Did you start a new business or purchase any rental property during the year?
[ ]	[ ]	Did you sell an existing business, rental property, or other property during the year?
[ ]	[ ]	Did you purchase any business assets or convert any assets to business use?
		If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.
[ ]	[ ]	Did you purchase any gasoline, diesel, or special fuels for non-highway business use?
[ ]	[ ]	Did you buy or sell any stocks, bonds, or other investments during the year?
[ ]	[ ]	Did you sell a principal residence during the year?
		If "Yes," provide closing documentation for the purchase and sale of the home
[ ]	[ ]	Did you have a principal residence or a piece of real property foreclosed on during the year?
[ ]	[ ]	Did you abandon a principal residence or a piece of real property during the year?
[ ]	[ ]	Did you refinance your principal home or second home or take out a home equity loan during the year?
		If "Yes," provide all escrow, closing, and other pertinent documentation and information.
[ ]	[ ]	Did you receive any principal or interest during this year from property sold in prior years?
[ ]	[ ]	Did you rent out your home or use it for business?
[ ]	[ ]	Did you sell, exchange, or purchase any real estate during the year?

Questionnaire

Name: SSN:

Questionnaire

[ ] [ ] Did you acquire a new or additional interest in a partnership or S corporation?
[ ] [ ] Did you have any debts canceled or forgiven this year?
[ ] [ ] Does anyone owe you money that has become uncollectible?
[ ] [ ] Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.

Itemized Deduction Information

Yes No

[ ] [ ] Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
[ ] [ ] Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
[ ] [ ] Did you receive any state or local income tax refunds from prior years?
[ ] [ ] Did you make any major purchases (vehicle, boat, etc.) during the year?
[ ] [ ] Did you pay any real estate property taxes or personal taxes during the year?
[ ] [ ] Did you pay mortgage interest during the year?
[ ] [ ] Did you make cash donations to charity during the year?
[ ] [ ] Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
[ ] [ ] Did you donate a boat or vehicle during the year?
If "Yes," attach Form 1098-C.
[ ] [ ] Did you have gambling winnings or losses during the year?
[ ] [ ] Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
[ ] [ ] Did you use your vehicle on the job other than for commuting to work?
[ ] [ ] Did you work out of town at any time during the year?

Retirement Information

Yes No

[ ] [ ] Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
[ ] [ ] Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), myRA, or other qualified retirement plan during the year?
[ ] [ ] Did you receive any Social Security benefits during the year?

Education Information

Yes No

[ ] [ ] Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
[ ] [ ] Did anyone in your household attend a post-secondary school during the year?
[ ] [ ] Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
[ ] [ ] Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?

Miscellaneous Information

Yes No

[ ] [ ] Did you incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
[ ] [ ] Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
[ ] [ ] Did you make gifts to any one person in excess of $15,000 during the year?
If "Yes,"
Yes No
[ ] [ ] Are you splitting the gift with your spouse?
[ ] [ ] Did you incur moving expenses during the year?
[ ] [ ] Did you make any energy-efficient improvements to your main home during the year?

Questionnaire

Name: SSN:

Questionnaire

[ ] [ ] Are you a business owner who paid health insurance premiums for your employees during the year?
[ ] [ ] Did you apply an overpayment of your 2018 taxes to your 2019 estimated taxes?
[ ] [ ] If you have an overpayment of 2019 taxes, do you want the refund applied to your 2020 estimated taxes?
[ ] [ ] Did you make any estimated payments toward your 2019 taxes?
[ ] [ ] Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
[ ] [ ] Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain ____
[ ] [ ] May the IRS discuss your tax return with your preparer?
[ ] [ ] Would you like a copy of your tax return emailed to you instead of receiving a printed copy?

Foreign Account Information

Yes No

[ ] [ ] Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
[ ] [ ] Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
[ ] [ ] Did you have any income from, or pay taxes to, a foreign country?
[ ] [ ] Did you own property in a foreign country?
[ ] [ ] Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?

Additional Questions

Yes No

[ ] [ ] Did you receive income or incur expenses associated with a fantasy sport league?
If yes, provide documentation.
[ ] [ ] Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
If yes, attach Form 1099-MISC and Form 1099-K.
[ ] [ ] Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
If yes, attach Form 1099-K or Form W-2.
[ ] [ ] Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
If yes, provide documentation.
[ ] [ ] Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
If yes, attach Form 1099-K.
[ ] [ ] Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
If yes, provide documentation.
[ ] [ ] Do you anticipate your income or withholdings to be different for 2020?

Preparer Notes

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	Cell 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

	Taxpayer		Spouse	
Are you blind?	☐ Yes	☐ No	☐ Yes	☐ No
Are you disabled?	☐ Yes	☐ No	☐ Yes	☐ No
Are you a full-time student?	☐ Yes	☐ No	☐ Yes	☐ No
Do you want $3 to go to the Presidential Election Campaign Fund?	☐ 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 ______

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		☐ 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
- ☐ Multi-family residence
- ☐ Vacation / short-term rental
- ☐ Commercial
- ☐ Land
- ☐ Royalties
- ☐ Self-rental
- ☐ 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
- ☐ This property was disposed of during 2019
- ☐ This property was owned as a qualified joint venture

☐ Yes ☐ No Payments of $600 or more were paid to an individual who is not your employee for services provided for this rental
☐ Yes ☐ No You filed Forms 1099 for the individuals

Income

	2019		2019
Rent income		Royalties from oil, gas, mineral, copyright or patent	

Expenses

	Rental unit expenses	Rental and 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 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.