BOTTOM LINE TAX & ACCOUNTING LLC
3333 S. Bannock St, Suite 640
Englewood, Co 80110
Phone: 303-228-5250 Fax: 303-228-5251

TAX ORGANIZER FOR YEAR _____ APPT DATE_____

In Person____ Remote____ Hybrid (Drop off w/ Appt.)____

CLIENT INFORMATION

Single _____ Married Filing Jointly ____ Married Filing Separate _____ Head of Household ____

Taxpayer Name_____ Spouse Name_____

Taxpayer SS#_____ Spouse SS#_____

Taxpayer Date of Birth_____ Spouse Date of Birth_____

Taxpayer Occupation_____ Spouse Occupation_____

Taxpayer Driver's License #_____Date Issued_____ Date Expires_____

Spouse Driver's License #_____Date Issued _____ Date Expires_____

Taxpayer Home Phone #_____ Spouse Home Telephone _____

Taxpayer Cell Phone #_____ Spouse Cell Telephone _____

Taxpayer Email _____ Spouse Email_____

Address_____

City, State, ZIP_____

Bank Name_____Routing#_____Account#_____

DEPENDENTS

Name_____SS#_____DOB_____

Name_____SS#_____DOB_____

ESTIMATED PAYMENTS

(Do not include withholdings from W2 and other income sources)

1st Quarter - Federal $_____Colorado $_____ Date Paid_____

2nd Quarter – Federal $_____Colorado $_____ Date Paid_____

3rd Quarter - Federal $_____Colorado $_____ Date Paid_____

4th Quarter – Federal $_____Colorado $_____ Date Paid _____

MISCELLANEOUS

Do you have foreign bank accounts or foreign income yes_____ no_____

Did you start a new business during the year yes_____ no_____

Did you buy or sell digital currency yes_____ no_____

Are you a schoolteacher that paid for supplies not reimbursed yes_____ no_____

Did you buy or sell a home (bring closing documents) yes_____ no_____

Did you revise a prior year divorce decree w/ alimony yes_____ no_____

OTHER MAJOR CHANGES:

_____

_____

_____

_____

_____

_____

INCOME

Please include documentation for the following forms (when applicable)

W2's

1099-Misc / 1099-NEC / 1099G

1099R (pension, annuity, IRA, retirement and profit sharing)

1099INT (interest)

1099DIV (dividends)

1099SA (distribution from Health Savings Account)

SSA-1099 (Social Security annual statement)

Composite reports from brokerage (JP Morgan, Charles Schwab, Fidelity, ETrade etc)

K1's (partnership, corporations, estate & trusts)

1099- W2G (Gambling 1099)

DEDUCTIONS

Medical Expenses:

Health Insurance Premium (paid out of pocket) $_____

Medicare Premium direct (not paid through social security) $_____

Doctor Copay & Deductibles $_____ Prescriptions $_____

Long Term Care Premium – Taxpayer $_____ Spouse $_____

# of miles driven for medical _____

Form 1095A if applicable – if purchased through Colorado Marketplace

HSA forms 1099SA or 5498SA

Interest & Taxes:

Mortgage Interest statement (1098)- interest paid $_____

Property taxes for year _____ paid in year _____ for $_____

(often included on 1098 mtg statement)

Vehicle registrations $_____

Charitable Deductions:

Cash, check and credit card $_____(if multiple include list or other documentation)

Non-cash (clothing and household $_____(if over $500 include documentation)

Volunteer mileage _____

Child Care Expenses: (prefer documentation from provider)

Provider Name _____Provider FEIN/SSN#_____

Provider Address_____ Amount Paid $_____

Education: (please provide following documents when applicable)

1098-T (tuition statement)

1098-E (interest paid on student loans)

1099-Q (distribution from qualified tuition plan)529 Contributions (year-end statement)

Energy Credits: (please include the following when applicable): Purchase price & date for

Insulation-Doors-Windows-Water Heater-Furnace- Solar Panels