

TAX DEDUCTION LOCATOR & IRS TROUBLE MINIMIZER

YOUR TAX APPOINTMENT

Please complete and sign this organizer prior to your appointment.

- ☐ Please call to schedule your appointment. Try to call early before the calendar is booked up.
- ☐ Please mail the completed organizer along with the requested information to this office prior to your appointment.
- ☐ Please mail the completed organizer along with the requested information to this office so the return can be prepared by correspondence.

- ☐ Your tax appointment is scheduled for:

Day: _____

Date: _____

Time: _____

- ☐ Office Appointment ☐ Virtual Appointment

Please notify this office promptly if you are unable to keep this appointment.

REFERRALS ARE ALWAYS APPRECIATED

If you know someone who would like a tax appointment, please have them call this office. Do not be concerned that your business, personal or financial matters will be discussed with clients whom you refer. All client information is treated in the utmost confidence.



IF YOU ARE A NEW CLIENT, BE SURE TO PROVIDE A COPY OF LAST YEAR'S TAX RETURN.

SAVE TIME - READ THIS FIRST

This organizer is designed to assist and remind you of information that is needed to prepare your tax return. The goal is to not overlook anything so you can maximize your legal deductions, comply with government reporting requirements, and avoid problems with the IRS after the return is filed.

Taxes are complicated and the rules change constantly. This organizer was designed specifically for the 2025 tax year and certain items may not apply to other years. Although care has been taken to accommodate most taxpayers' needs, please note questions that are related to issues not included here under "Questions You May Have" in Section D6.

Section Categories

To help you collect your information quickly, this organizer is organized into five general areas. Information required from:

- everyone – Sections A1 – A13 (Pages 2 & 3)
- those who itemize their deductions – Sections B1 – B11 (Pages 4 & 5)
- those not itemizing who made cash charitable contributions - Section B5 (Page 5)
- business owners - Pass-through deduction - Section D1 (Page 6).
- those who have relocated (military only), sold their home, made home energy improvements, or have debt relief income - Sections D2 - D6 (Page 6)

The instructions provided in the header of each section will help you determine if you are required to complete the information in that section.

If you paid foreign taxes (entered at Sections A10 or A11) and are a partner in a partnership or a shareholder in an S-Corporation, it is important that you so notify whoever is responsible for the entity's tax returns.

Before proceeding, please take a moment to review the purpose of the SPECIAL MARKERS used throughout this organizer.



Your tax information from the prior year is automatically transferred to this year's tax return. Therefore, not all taxpayer data and contact info needs to be recorded. The marker signifies that returning clients need only enter data in that section if it has changed since the prior year or if there is new information.



This marker notes areas where the IRS can match the entry in their computer and incomplete or incorrect information can trigger government correspondence or, worse yet, an office audit. Pay particular attention to sections or individual entries with this symbol.



This flag symbol denotes areas where a deduction or item of income is to be treated differently when computing the alternative minimum tax (AMT). The AMT is another way of computing your tax liability, which applies more restrictive limits on certain deductions and preference income. If higher than the regular tax, the AMT applies.

This marker indicates payments that may require the issuance of a 1099 if, in the course of a trade or business (including most rentals), the annual amount paid to an individual is \$600 or more. Failure to file 1099s can lead to a loss of the tax deduction for that expense and failure to timely file the forms with the IRS and furnish copies to payees can result in substantial penalties.

A - TAXPAYER INFORMATION

The information on this page is required for every tax payer. Please review each section on this page and report items that are applicable to you, your spouse or dependents.

2

A1 - TAXPAYER INFORMATION

Returning clients: enter first and last name of filer and any changes only.

Filer Name

(Must Match SS Admin)

Birthday

/ /

Social Security No.

(and IRS IP-PIN if issued)

Occupation

Driver's Licence (DL)

State

DL Issued Date

/ /

DL Expires

/ /

Contact Phone

Day

Evening

Email Address

Legally Blind

Spouse Name

(Must Match SS Admin)

Birthday

/ /

Social Security No.

(and IRS IP-PIN if issued)

Occupation

Driver's Licence (DL)

State

DL Issued Date

/ /

DL Expires

/ /

Contact Phone

Day

Evening

Email Address

Legally Blind

A2 - ADDRESS

Returning clients can skip this section except for changes.

Street

Apt/Unit No

City

State

Zip

Home Phone Number (if different from above)

A3 - STATUS CHANGES FOR 2025

Check any that apply and enter the effective date.

Married

/ /

Moved

/ /

Separated

/ /

Home Sold

/ /

Divorced

/ /

Spouse Deceased

/ /

Retired

/ /

Dependent Deceased

/ /

A4 - ESTIMATED TAXES PAID

This office cannot assume that all estimated taxes were paid as originally scheduled or on time. Therefore, please enter the amounts and dates of payment or provide proof of payments. Incorrect amounts will result in IRS or state correspondence after the return is filed.

Payment & Due Date Applied

Date Paid

Federal

State

from Last Year's Refund First

Quarter (April 15, 2025) Second

/ /

Quarter (June 16, 2025) Third

/ /

Quarter (Sept. 15, 2025) Fourth

/ /

Quarter (Jan. 15, 2026)

/ /

A5 - REFUND DIRECT DEPOSIT

Complete this section to have your refund automatically deposited into your bank account. The IRS is no longer issuing paper checks. Direct deposit can be allocated to up to 3 separate accounts. Entries for only one account are provided below. If you wish to make multiple deposits, please provide the additional account information and how you wish to allocate the refund.

Bank Name

Bank Routing Number (Exactly 9 Digits)

Account Number (include hyphens - omit spaces & special characters - 17 digits max)

Account Type

Checking

Savings

Allocation:

%

A6 - INCOME & ADJUSTMENTS

You

Spouse

W-2 Wages - Please provide W-2 Forms (retain copy "C" for your records)

Partnership, Trust or S-Corporation K-1s (provide complete K-1 copies) and K-3s if issued

Were you the beneficiary of an inheritance? If so, please verify with executor or trustee if you will be receiving a K-1.

Yes

Yes

State Tax Refund (provide 1099-G)

Social Security or RR income (provide SSA-1099 or RRB-1099)

Pension Income (provide all 1099-Rs) - enter IRA distributions in A7

Alimony Received (IRS matches with alimony paid)

Alimony Paid (provide name and SSN below)

Paid to:

SSN:

Tips (not included in W-2s)

Unemployment Compensation (provide 1099-G)

Gambling Winnings (provide W-2Gs)

A7 - IRA & RETIREMENT PLANS

You

Spouse

Retirement plan with your employer?

Yes

Yes

Did you or your spouse convert a traditional IRA to a Roth IRA in 2025?

Yes

Yes

Traditional IRA, Keogh & SEP Plans

Contributions

Withdrawals (1099-R)(1)

Rollovers(2)(3)

Basis (Total of your prior year non-deductible contributions)

Contributions

Roth IRA

Withdrawals (1099-R)(1)

Rollovers(2)(3)

(1) Show reason if under age 59-1/2 (2) Must be reported even if not taxable unless directly "transferred" (3) Rollovers from Traditional to a Roth IRA may be taxable.

A8 - SPECIAL QUESTIONS & INFO

Coverdell Education Account

Contribution

Distribution - provide 1099-Q

Sec 529 Tuition Plan

Contribution

Distribution - provide 1099-Q

HSA

Contribution other than via employer

Distribution - provide 1099-Q

Adoption Expenses

Special Needs Child

SA

CAUTION - There are severe penalties with failing to report an interest in or signature authority over a foreign bank account. Call our attention to any foreign accounts, dealings, or inheritance.

CHECK ALL THAT APPLY TO YOU (AND OR YOUR SPOUSE)

Exercised substantial control or 25% of the ownership interest in a corporation, LLC, or any other entity created by filing with a secretary of state or similar office in the U.S.

Have signature authority or are named as a co-owner on a bank account in a foreign country even if the funds are not yours.

Received an inheritance from someone in a foreign country.

Have a foreign bank account(1) (over \$10,000 at any time in 2025)

Received a distribution from, or were the grantor, or transferor to, a foreign trust

At any time during the year hold an interest in a foreign financial asset

Receive, sell, exchange or otherwise acquire a financial interest in digital assets during the year. Provide 1099-DA if recommended.

Invest in a Qualified Opportunity Fund during the year

Been denied Earned Income Credit by the IRS

Been re-certified for the Earned Income, Child Tax, or American Opportunity Credit

Bought, sold, or gifted real estate in 2025. If so, please call in advance.

Made a gift of money or property to any individual in excess of \$19,000 (\$38,000 for joint gifts by a married couple) in 2025

Employ household workers

Sold jewelry, gold, coins, or other precious metals during the year

Received Form 1099-K - Explain source of income:

Filer

Spouse

You wish to contribute to the Presidential campaign fund

(1) includes offshore gambling accounts.

A9 - DEPENDENTS

Returning clients need only enter first names and any changes. Enter all the information for new dependents.

First Name	Last Name (If Different)	Social Security Number ☒ (and, if issued, IRS IP-PIN) (Mandatory)	S, D, F, M, G, Other or HOH*	Months in Home (Your Home)	Birth Date	If over the age of 18	
						Income	Student
					/ /		☒
					/ /		☒ Yes
					/ /		☒ Yes

* Enter S-Son, D-Daughter, F-Father, M-Mother, G-Grandchild, or enter other relationship. Enter HOH for non-dependent Head of Household qualifiers. Yes

A10 - INTEREST INCOME

Caution: All interest must be reported even if tax-free!

IRS matches payer and amount. Always use the payer name listed on 1099 even if not the original source.

Name of Payer Please provide all forms 1099INT and 1099OID (Entries are not needed when 1099s are provided)	Banks, Credit Union, Corp Bonds, Seller Financed Mortgages, etc.	Foreign Taxes Paid or Withheld	Direct U.S. Obligations Saving Bonds, T-Bills, etc. (State Tax-Free)	Home State Municipal Bonds (Generally Tax-Free)	Other State (Federal Tax-Free)
Forfeited Interest (early withdrawal penalty)			Federal Tax Withholding on Interest & Dividends		

Seller Financed Mortgages

Note: Seller financed mortgages require the name, SSN and address of the payer.

Payer Name:		SSN:		Address:	
-------------	--	------	--	----------	--

A11 - DIVIDEND INCOME

IRS matches payer and amount. Always use payer name listed on 1099 even if not the original source. Some institutions use substitute 1099s and caution must be used in separating the various types of dividends. Please bring broker statements.

Name of Payer Please provide all forms 1099DIV (Entries are not needed when 1099s are provided)	Foreign Taxes Paid or Withheld	Ordinary Dividends	Qualified Dividends (1)	Capital Gains	199A Dividends	Source U.S. Obligations (2)	Taxable to State Only	Non-Taxable State & Federal

(1) Qualified dividends receive special tax treatment and are included in the "Ordinary Dividends" total. (2) Includes income from savings bonds, T-Bills, etc., which are state tax-free.

A12 - INVESTMENT SALES

IRS matches gross proceeds from sales using the 1099-B and 1099-DA. All transactions must be reported even if there is no profit. If broker provides a summary of transactions, bring it and skip this section. For home sales, see Section D2.

Description (Please provide all forms 1099-B & 1099-DA and any gain/loss statements provided by broker)	Inherited?	Date Acquired	Date Sold	Selling Price	Cost or Other Basis (1)	Profit (Memo Only)
	☒	/ /	/ /			
	☒	/ /	/ /			
	☒	/ /	/ /			

(1) The basis from which gain is determined may not be the original cost and must account for stock splits, reverse splits, mergers, reinvested dividends, wash sales, etc.

A13 - CHILD OR DEPENDENT CARE EXPENSES

Care must enable you to work (or search for work) or attend school FULL-TIME. Care must be for a child under age 13 or an individual who is physically or mentally incapable of self care. If you are a student, also see section C4. IRS matches employer provided care benefits and income reporting of care provider.

☒ Employer provides dependent care services

☒ Provider's SSN or Employer ID #
MANDATORY unless it is an exempt organization (EO). If EO, checkbox.

Payments MUST BE Allocated by Child/Dependent		
Child/Depnd.'s Name:	Child/Depnd.'s Name:	Child/Depnd.'s Name:

B - ITEMIZED DEDUCTIONS

4

Taxpayers may choose between itemized or standard deductions. This page and the adjoining page are for recording your expenses, which are needed when itemizing your deductions. If you are certain that you cannot itemize your deductions for either federal or state, you can skip this page and the next one except B10.

CAUTION: If you are married and filing separately and either you or your spouse itemize your deductions, then the other spouse must also itemize their deductions. The law does not allow one to itemize and the other to take the standard deduction. If filing married separate and your spouse is itemizing deductions.

B1 - MEDICAL EXPENSES

Although for Federal purposes medical expenses for 2025 are only deductible to the extent they exceed 7 1/2% of your adjusted gross income (AGI) for the year, some states, such as Arizona, have no or a different limitation. If your state has a lower or no limitation be sure to list your medical expenses. Do NOT list expenses reimbursed or paid by insurance, employer or expenses and premiums paid with pre-tax funds or HSA distributions.

INSURANCE PREMIUMS for Medical, Dental, Vision & Hospital				
Medicare Insurance Premiums (Not payroll tax)				
Long-Term Care Insurance	Filer		Spouse	
Doctors, Dentists*(No discretionary cosmetic surgery)				
Acupuncture & Chiropractic Care				
Hospital (Includes nursing homes for individuals medically incapable of self-care. Also includes hospital or nursing home meals.)				
Prescription Drugs (No over-the-counter drugs except insulin)				
Nursing Care				☒ Check if in-home care
Eye Exam, Glasses, Contact Lenses, Contact Lens Solution				
Hearing Aids & Batteries				
Ambulance & Paramedics				
Auto Travel (To and from medical treatment)				miles
Parking & tolls (For medical treatment)				
Taxi, Uber, Lyft, Shuttle, Air Fare, Etc. (To reach medical treatment)				
Lodging (For medical treatment)		No. of days:		
Telephone (Medical-related toll charges only)				
Physical/psycho-therapy & special schooling for physically or mentally handicapped				
Supplies & Equipment				
Handicapped Placard				
Handicapped Home Modifications				
Rentals (crutches, wheelchair, walker, oxygen equipment, etc.)				
Other:				
* Includes Christian Science practitioner and psychological counseling.				

B1.1 - VEHICLE INTEREST

Include up to \$10,000 in interest on loans secured after 2024 by a new personal-use passenger vehicle, assembled in the U.S. and weighing under 14,000 pounds. Excludes family loans and non-personal vehicles like campers. Phases out for incomes \$100,000-\$150,000 (single) and \$200,000-\$250,000 (MFJ).

Paid		
Vehicle ID Number:		

B2 - INVESTMENT INTEREST

Interest paid on loans to acquire investments. This interest is only allowable to the extent of net investment income.

Brokerage Margin Accounts	
Vacant Land Other: Other:	

B3 - TAXES PAID

Do not list any taxes associated with a business or rental activity. Taxes are not deductible for AMT purposes.

Real Estate – Primary Residence	Do not include interest and penalties		
Real Estate – 2nd Home			
Real Estate – Investment Property (Land, etc.)			
CAUTION – Some tax bills include non-deductible special services. Please provide copies of the tax bills.			
Vehicle License Fees (Tax portion only) :	(1)	(2)	(3)
Personal Property Tax (Boat, plane, etc.)			
Sales Tax – Receipts (Leave blank for standard amount)			
Sales Tax – Cars, Boats, Home, Etc. (Do not include above)			
Income Taxes Paid to Another State	State:		
City, County, Local Taxes (not listed in another category)			
Other:			
State Income Tax Paid During 2025 (please provide proof of payment) Do not include taxes withheld; they are automatic from the source documents.			
Balance Due 2024 Return		Other Year's Tax Or Adjustment	
Extension Payment 2024 Return		2024 4th Qtr. Estimate Paid Jan. 2025	

B4 - HOME MORTGAGE INTEREST

Enter only interest on loans secured by your primary residence and designated second residence. This deduction is limited, for federal, to interest paid on \$1 million (\$750,000 for debts incurred after 12/15/2017) of home acquisition debt on your primary or designated second residence. The debt limit applies separately to each co-owner who is not your spouse. Equity debt interest is not federally deductible unless loan funds were used to make home improvements or can be traced to a deductible purpose. Some states allow a deduction for interest paid on up to \$100,000 of equity debt. The IRS computer verifies the interest paid on home mortgages.

☒ CAUTION – If no 1098 received, check enter payee's name. If paid to a person from whom you bought the home and no 1098 received, also complete Box A below.	"Paid To" box Home	"Paid To" box Equity Loan	Amount Provide Form 1098
☐ Paid To:	☐	☐	
☐ Paid To:	☐	☐	
☐ Paid To:	☐	☐	
☐ Paid To:	☐	☐	
CAUTION – If Form 1098 was issued using a co-owner's SSN, enter that individual's name, address & SSN			
Box A	Name:		
	SSN:		
	Address:		
If your home or 2nd home is a qualified motor home, boat, etc., list the name of the payee here:			
CHECK ALL THAT APPLY.			
☐ Has the original home loan ever been refinanced?			
☐ Did you refinance any of these loans this year? (If so, provide escrow closing statements)			
☐ Have you exceeded the \$100,000 (applies for some states) equity debt limit?			
☐ Does the total of all your home loan balances exceed \$1 million (\$750,000 for post-12/15/2017 loans)?			

B5 - CASH CHARITABLE CONTRIBUTIONS

If you made cash donations in 2025, complete this section. All cash contributions MUST be documented with either a bank record or written verification from the charity. Personal benefits must be excluded from the donation.

House of Worship	
Payroll Deduction	Filer Spouse
Other:	
Other:	
Other:	

B6 - NON-CASH CONTRIBUTIONS

Household and clothing items must be in good or better condition. Items of minimal value such as underclothing are not counted. A written receipt is required for donations of \$250 or more. An itemized list should be included with your return if the total exceeds \$500. Deductions are limited to the lesser of your cost or the fair market value (FMV) for each item contributed.

Clothing & Household Items	Automobile	
Travel	Volunteer Expenses - Explain:	miles
Vehicle Donation (Provide Form 1098-C)		
Other:	Other:	

B7 - OTHER DEDUCTIONS

The expenses listed in this section are part of the "miscellaneous" itemized deductions but are listed separately because they are not subject to the 2% of AGI limit.

Gambling Losses (Only to the extent of gambling winnings)	
Impairment (Handicapped) Related Work Expenses	
Unrecovered Pension Basis (Deceased taxpayer)	

B8 - CASUALTY LOSSES

Personal casualty losses are only deductible to the extent of casualty gains (although some states may still allow personal casualty losses) unless incurred in a presidentially declared disaster area. Exceptions are thefts, scams and ponzi schemes losses entered for profit.

☐ The loss was in a presidentially declared disaster area
☐ The loss was from theft, scam, or embezzlement
☐ The loss was the result of a Ponzi scheme

Casualty Description:

Date of Casualty

/

/

Insurance Reimbursement

Property Damaged – or provide a list in the same format

Description of Property	Date Acquired	Original Cost or Other Basis	Fair Market Value	
			Before Casualty	After Casualty
	/ /			
	/ /			
	/ /			

B9 - MISCELLANEOUS

The expenses listed in this section and section B10 are not deductible for federal. Some states allow them only to the extent they exceed 2% of your AGI.

DO NOT enter self-employed business expenses here. Instead list them in Section C7

Employee Business Expenses

Don't include amounts that could be or were reimbursed by your employer. List all travel expenses including out-of-town meals, hotel, air fare, etc., in section C2.

Auto Travel	See Section C1	
Business Gifts – Limited to \$25 per recipient per year. Must be ordinary and necessary.		
Continuing Education	See Section C4	
Employment Seeking & Resume Fees		
Entertainment & Meals		
Equipment – Include individual items with a useful life of one year or more in Section B11.		
Insurance – Malpractice, E&O, Etc.		
Occupational Licenses, Fees, Credentials, Etc.		
Publications & Journals (Not general interest publications)		
Telephone (Business calls only)		
Tools – Include individual items with a useful life of one year or more in Section B11.		
Supplies		
Uniform Purchases (Not including street wear)		
Uniform Cleaning		
Union & Professional Dues		
Other:		

Other Miscellaneous Deductions

Attorney Fees (To protect or produce taxable income only)		
IRA or SE Plan Fees Paid By You (Not deducted from the plan)		
Tax Preparation & Consulting Fees		
Credit/Debit Card Fees to Make Tax Payments		
Other:		

B10 - INVESTMENT EXPENSES

Investment expenses are not deductible for federal purposes. But are still allowed in some states.

Investment Expenses – DIRECTLY connected with the production of TAXABLE INCOME ONLY! Do not include purchase or sales costs. Include interest in Section B2.

Investment Advisory Fees	
Safe Deposit Box Fees	
Legal & Accounting (Related to investments)	
Other:	

B11 - ITEMS WITH A USEFUL LIFE OF ONE YEAR OR MORE

Equipment, tools, computers, etc., purchased this year and used in business having a useful life of more than one year must be treated differently for tax purposes.

Description of Property	Date Acquired	Cost
	/ /	
	/ /	
	/ /	

D1 - SEC 199A DEDUCTION

Income passed through from a business activity via a K-1 may qualify for a special tax deduction.

The information needed to compute this deduction is included on **the K-1 and a separate K-1 statement** where the business income or loss is from partnerships, S-corporations and trusts Please be sure to provide the supplemental statement along with any K-1 form you've received.

D2 - HOME SALE

If you sold your home, abandoned it, or lost it to foreclosure, the disposition may need to be reported. If you received a 1099-S, it is very important that you provide it. If you abandoned the home or lost it to foreclosure, see Section D5.

CHECK ALL BOXES THAT APPLY

Address of Home Sold

Date Purchased

/

/

Purchase Price (please provide purchase escrow statement)

☐

You deferred gain from a home sale made prior to 5/7/1997. If so, please provide the

Improvements to Home Sold (not maintenance)(provide list)

Date of Sale

(Please bring FINAL closing escrow statement. This document will have the information needed for these entries.)

/

/

Sales Price

Sales Expenses

☐

You owned and used the home as your primary residence for two of the prior five years

☐

Your spouse (if married) owned and used the home as his/her primary residence for two of the prior five years

If owned and used less than two years, give reason for sale:

☐

If the home was ever used for business (such as a rental, home office or day care center)

☐

Any of the business use in the prior question was before 5/7/97

☐

The home was acquired by tax-deferred (Sec 1031) exchange after 10/22/04

☐

You (and/or spouse if married) have excluded gain from the sale of a prior residence within two years of the date of sale of this residence

☐

The home was inherited (including from a deceased spouse)

☐

The home was not used as your primary residence for any period after 2008

D3 - ENERGY CREDITS

Enter only items certified by the manufacturer to meet Government energy standards. These credits are not available after 2025.

☐

Did you have solar electric or solar water heating installed on your main or second home in 2025?

☐

Did you pay for an energy audit of or make energy savings improvements to your main home in 2025?

☐

Did you purchase a new or previously-owned electric vehicle in 2025 before October 1?

D4 - MOVING DEDUCTIONS

For 2025, moving is allowed only for active duty members of the Armed Forces who move pursuant to a military order. There are no distance requirements for military change of station. Some states may still allow a moving deduction for employees.

☒

Check if employer reimbursed any amount of moving expense or home sale assistance and provide the reimbursement statement from the employer (Form 3903 or a substitute statement)

A - Miles from Old Residence to New Job

miles

B - Miles from Old Residence to Old Job

miles

A minus B – if less than 50 miles, stop: no deduction allowed

miles

Commercial Mover

Truck Rental

Temporary Storage (up to 30 days)

Lodging en route (no meals)

Trailer Rental

Highway Tolls

Rental Fuel Costs

Airfare

of owned vehicles driven to new home

Auto Travel

miles

Boxes/Tape/Supplies

Other:

D5 - DEBT RELIEF & FORECLOSURE

If you had debt totally or partially forgiven, you may be required to report debt relief income. This includes real estate mortgages, credit card debt, vehicle loans, etc. Debts discharged in bankruptcy and most forgiven student loans are not included. Please call the office in advance to discuss what additional documentation may be required.

CHECK ALL THAT APPLY

☐

You had any amount of credit card debt forgiven and provide a copy of the 1099-C you received from the financial institution

☐

You abandoned your home and provide a copy of the 1099-A and/or the 1099-C you received from the financial institution (also complete Section D2 home sale information)

☐

Your home was foreclosed upon or you sold it under a "short sale" agreement with the lender and provide a copy of the 1099-A and/or the 1099-C you received

D6 - QUESTIONS YOU MAY HAVE

If you need more space please include a separate note.

D8 - SIGNATURE

To the best of my knowledge, all the information contained within this document is true, correct and complete.

/

/

/

/

Filer Signature

Date

Spouse Signature

Date

belshawaccounting.com