INCOME TAX ORGANIZER FOR TAX YEAR 2013

Prepared For: ______________________________

This tax organizer can be used to help identify the information needed to prepare your 2013 income tax return. Enter your 2013 information on the enclosed pages and if you need additional space, enclose a separate sheet with the details. For returning clients, your prior year information has been included for you to use as a reference. You do not need to make 2012 entries.

Please submit this organizer along with all Forms W2, 1098, 1099 and any other information you feel will assist with the preparation of your 2013 income tax return, by US Mail or Fax to:

A. L. Ball and Associates, LLC
PO Box 5193
Somerset, NJ 08875-5193
E-FAX: 888-280-9563, Tel: 732-545-6764

DO NOT TRANSMIT YOUR INFORMATION VIA E-MAIL

TAXPAYER'S DECLARATION

This organizer, and all accompanying schedules and statements, have been supplied for the purpose of enabling you to prepare my (our) income tax returns for tax year 2013 and the information contained herein, which I (we) have reviewed, is true and complete to the best of my (our) knowledge and belief.

I (we) understand fully that you are not in any way undertaking to audit or verify the information I (we) have submitted to you. Upon request of the taxing authorities I (we) will furnish necessary substantiation to support my (our) submission(s).

Taxpayer: __________________ **Date:** _______ **Spouse:** __________________ **Date:** ________

(If joint return; BOTH spouses must sign)

GENERAL INFORMATION

2013
(MAIN INFO)

Taxpayer's First Name ____________ M.I. ______ Spouse's First Name ____________ Spouse's M.I. ______

Taxpayer's Last Name ____________ Suffix ______ Spouse's Last Name (if different) ____________

Taxpayer's Social Security Number ____________ Spouse's Social Security Number ____________

Present Home Address ____________ City, State, Zip Code ____________

E-Mail Address ____________

Filing Status: Please Check One

☐ Single ☐ Married Filing Joint ☐ Married Filing Separately ☐ Head of Household ☐ Qualifying Widow(er)

If you selected head of household and have no dependents, list the name ____________
and Social Security number ____________ of your qualified child who lives with you and qualifies you for this status.

Dependents/Nondependents Qualifying for Child Care and/or EIC

Note: If any children listed below are nondependents then mark an `X' in the column listed "Non Dep."

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months in home	Non Dep.

If you are claiming as a dependent a child who did not live with you, check the documents that substantiate this claim:

☐ Pre-1985 divorce or separation agreement ☐ Signed Form 8332
☐ Post-1984 divorce or separation agreement WITHOUT CONDITIONS

Taxpayer's Birth Date ____________ Spouse's Birth Date ____________

Taxpayer's Occupation ____________ Spouse's Occupation ____________

Daytime Phone ____________ Daytime Phone ____________

Evening Phone ____________ Evening Phone ____________

Cell Phone ____________ Cell Phone ____________

State of Residency:(2-Letter Abbreviation) State of Part-year Residency 2nd State of Part-year Residency

Please use the following space for any comments you wish to make to your preparer.

2013 TAX QUESTIONS

AT ANY TIME DURING 2013:

Did you or your spouse receive income from the following sources:

YES	NO	
		Wages?
		Tips?
		Interest or Dividends?
		Social Security or Tier I Railroad Retirement?
		Lump sum from an employer sponsored plan and the recipient and/or employee was born before 1936?
		Retirement or IRA distribution for which the recipient is under age 59 1/2?
		Other pension, annuity, IRA, or retirement income?
		If IRA distribution, were nondeductible contributions ever made?
		If yes, provide the balance of all IRA accounts as of the end of 2013.
		Unemployment compensation?
		Alimony?
		Self-employment and/or operation of a business?
		Operation of a farm?
		Rental of land and property for agricultural purposes?
		Other rental property?
		Gambling winnings?
		Royalties?
		Any miscellaneous income, such as prizes or jury duty pay?

Did you or your spouse receive any of the following forms: (Please provide them to your preparer)

YES	NO	
		W-2
		W-2G
		1099R
		1099INT
		1099DIV
		1099MISC
		1099B
		1099S
		1099G
		Any other 1099
		K-1
		IRS notice of change to prior year's return
		Closing statements from real estate sales, purchases, or refinancing

Did you or your spouse sell or dispose of any of the following property:

YES	NO	
		Stock, mutual fund, or other non-business assets?
		Your personal residence?
		Rental property?
		Property relating to a business or farm?
		Any other business property not listed above? (i.e. equipment, land)
		If you sold any property above, did it involve a bartering agreement?
		If you sold any property above, are you receiving payments in installments?

2013 TAX QUESTIONS

AT ANY TIME DURING 2013:

Did you or your spouse

YES	NO	
		Have a home mortgage?
		Refinance your home mortgage?
		Use a portion of your home exclusively for business?
		Have medical expenses or pay for health insurance?
		Make regular or substantial contributions to charity, church, etc.?
		If yes, did you make over $500.00 in non-cash contributions?
		Suffer a loss as a result of a casualty (fire, theft, natural disaster, etc.)?
		Incur any out-of-pocket expenses or use your personal vehicle in conjunction with your job?
		Move to be closer to a new job?
		Send payments to the IRS/state in order to prepay your current year tax liability (estimated taxes) or apply an overpayment from 2012?
		Have any interest in a partnership or S-corporation, estate or trust for which you expect to receive Form K-1?
		Have any household employees to whom you paid $1000.00 or more?
		Have a qualified fuel tax credit?
		Contribute to an: ☐ IRA? ☐ SEP? ☐ Keogh? ☐ Roth? ☐ or Simple retirement plan?
		Get claimed (or were eligible to be claimed) as a dependent on anyone else's return?

YES	NO	
		Did your children receive more than $950 and less than $9500 from interest and dividends that you wish to claim on your own tax return instead of your child's?
		Did you pay child or dependent care expenses? If so, please bring names, addresses, Social Security/EIN numbers, amount paid to each provider, and amount paid for each dependent.
		Did you pay qualified post-secondary education tuition and related expenses for yourself, your spouse, or your dependents?
		Did you cash any US EE or I bonds to pay for post-secondary education for yourself, your spouse, or your dependents?
		Did you pay interest on higher education loans?
		Were you a pre-college educator who purchased books or classroom supplies?
		Did you purchase a car, boat, aircraft, motor home or home building materials in 2013 or keep receipts on all sales tax items purchased in 2013?
		Were there any births, adoptions, divorces, marriages, or deaths in your household?
		Do you desire direct deposit? If yes, please attach voided check.

W-2 INCOME

2013
(W-2)

Listed below are your employers shown on your last year's income tax return.

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

*** Please include a W-2 from each of your 2013 employers.**

W-2G INCOME

2013
(W-2G)

Listed below are payers shown on your last year's income tax return.
*Please include any W-2G from each of your 2013 payers.

Name of payer ______
Street address ______
City, State, Zip Code ______ ______ ______
Federal Identification Number ______
☐ TAXPAYER ☐ SPOUSE

Name of payer ______
Street address ______
City, State, Zip Code ______ ______ ______
Federal Identification Number ______
☐ TAXPAYER ☐ SPOUSE

Name of payer ______
Street address ______
City, State, Zip Code ______ ______ ______
Federal Identification Number ______
☐ TAXPAYER ☐ SPOUSE

ESTIMATED TAX PAID FOR THE 2013 TAX YEAR

(FED/ST TAX)

* **Please enter only the payments to be applied to the current year tax, including any payments made in January of 2013.**

Federal payments		**State of ____ payments**	
Date paid	Amount paid	Date paid	Amount paid

State/local income tax balance due for previous years paid in 2013: ______

State/local estimate payment for 2012, due January 15, 2013, paid on or after January 1, 2013: ______

 ORGW2$$2

PENSION AND RETIREMENT INCOME

2013
(1099R)

PENSIONS AND IRAS

Listed below are your pension, IRA distributions, and Social Security received last year (if any).

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer ______
Street address ______
City, State, Zip Code ______
Employer Identification Number ______
☐ TAXPAYER ☐ SPOUSE ☐ IRA

*** Please include any 1099's and other 2013 information.**
If you ever made non-deductible contributions to your IRA, please provide year-end balances of all your IRA accounts.

SOCIAL SECURITY BENEFITS

(1040 WKT)

	2013 AMOUNTS	2012 TOTAL AMOUNT
Taxpayer Amount	$ ______	
Spouse Amount	$ ______	______

PARTNERSHIP AND S-CORPORATION INCOME

2013
(K-1 P/S)

Your 2012 K-1 information is shown below.

K-1 INFORMATION

Name of Partnership or S-Corporation
Federal ID Number
Enter "P" for partnership or "S" for S-Corp

K-1 INFORMATION

Name of Partnership or S-Corporation
Federal ID Number
Enter "P" for partnership or "S" for S-Corp

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Name of Partnership or S-Corporation
Federal ID Number
Enter "P" for partnership or "S" for S-Corp

K-1 INFORMATION

Name of Partnership or S-Corporation
Federal ID Number
Enter "P" for partnership or "S" for S-Corp

*** Please attach all K-1 schedules received for 2013.**

ESTATE AND TRUST INCOME

2013
(K-1 E/T)

Your 2011 K-1 information is shown below.

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

K-1 INFORMATION

Name of Estate, Trust
Federal ID Number
If any rental real estate, are you an active participant?

*** Please attach all K-1 schedules received for 2013.**

OTHER INCOME AND ADJUSTMENTS

2013

OTHER INCOME

Seller Financed Mortgages

Payer	Principal	Interest 2013	Interest 2012

State and Local Income Tax Refunds Received in 2013

State or Local jurisdiction ______________ Amount received ______________
State or Local jurisdiction ______________ Amount received ______________
State or Local jurisdiction ______________ Amount received ______________

Unemployment (Please attach 1099G(s)).

	2013	2012
Amount received:		
Amount repaid:		
Alimony amount received		

Other Income

Type: ______________ Amount: ______________

ADJUSTMENTS

	Taxpayer 2013	Taxpayer 2012	Spouse 2013	Spouse 2012
Educator expense				
Self-employed retirement plans				
Self-employed health insurance paid				
IRA'S				
Traditional				
Roth				
Student loan interest				

Alimony Paid

To whom paid: ______________ Amount: ______________

SSN: ______________

Tuition and Fees

Amount: ______________

Other Adjustments

Type: ______________ Amount: ______________

INTEREST AND DIVIDEND INCOME

INTEREST INCOME

T,S,J*	NAME OF PAYER	2013	2012

If you received any interest income from a seller financed mortgage, please enter the payer's name, address, and their SSN or EIN.

Name	SSN/EIN	
City, State, Zip	Amount	

	Amount of nominee interest		
	Amount of accrued interest		
	Amount of tax-exempt interest		
	Amount of OID adjustment		
	Amount of ABP adjustment		

DIVIDEND INCOME

T,S,J*	NAME OF PAYER	2013 ORDINARY	2012 ORDINARY
	Nominee Distribution Dividends		

*Taxpayer, Spouse or Joint

***Please attach any 1099-INT, 1099-OID, and 1099-DIV forms**

 ORGINT$1

ITEMIZED DEDUCTIONS

2013 (SCH A)

	*T,S,J	2013	2012
MEDICAL AND DENTAL EXPENSES - Include prescription medicine & drugs, nonprescription medical supplies such as crutches, doctors, dentists, nurses, hospitals, medical insurance premiums, medical miles or actual expense.*			
Number of medical miles			

* Do not list amounts paid with pre-tax dollars or that were reimbursed.

* Taxpayer, Spouse, or Joint

TAXES PAID

	*T,S,J	2013	2012
Real estate taxes			
Personal property taxes			
Other			

INTEREST PAID

	*T,S,J	2013	2012
Home mortgage interest			
Points paid in purchasing new home			
Qualified Mortgage Insurance Premium			
Investment interest expense			

CONTRIBUTIONS - Receipts required for all contributions

	*T,S,J	2013	2012
Cash			
Non-cash			
Number of charity miles			

MISCELLANEOUS DEDUCTIONS

	*T,S,J	2013	2012
Include union and professional dues, business publications, etc.			
Tax preparation fee			
Include below items, such as safe deposit box, investment expense.			
Gambling losses			

EMPLOYEE BUSINESS EXPENSES

2013 (2106/2106 EZ)

GENERAL INFORMATION

	2013	2012
Are these your spouse's business expenses?		
Occupation in which expense incurred?		
Were you a qualified performing artist?		
Were you a fee basis state or local government official?		
Were you a National Guard reserve member who traveled more than 100 miles from home to perform services as a National Guard or reserve member?		

EXPENSES

	2013	2012
Parking fees, tolls, and local transportation		
Travel expenses while away from home overnight		
Meals and entertainment expenses		
Are you subject to the hours of service limitation of the Department of Transportation?		
Other business expenses		

Type	Amount

REIMBURSEMENTS

	2013	2012
Meals and entertainment		
Other		

AUTOMOBILE INFORMATION

VEHICLE A

	2013	2012
Date vehicle was placed in service		
Total mileage vehicle was used during the year		
Miles that vehicle was used for business		
Miles that vehicle was used for commuting		
ACTUAL EXPENSES		
Gas, repairs, insurance, etc.		
Vehicle rental		
Cost or other basis of vehicle		

VEHICLE B

	2013	2012
Date vehicle was placed in service		
Total mileage vehicle was used during the year		
Miles that vehicle was used for business		
Miles that vehicle was used for commuting		
ACTUAL EXPENSES		
Gas, repairs, insurance, etc.		
Vehicle rental		
Cost or other basis of vehicle		

	2013	2012
Do you (or your spouse) have another vehicle available for personal use?		
Was your vehicle available for personal use during off-duty hours?		
Do you have evidence to support the deduction?		
If "Yes," is the evidence written?		

CHILD AND DEPENDENT CARE EXPENSES

2013
(2441)

Please list all care providers and the amounts paid to them in 2013. Any information from the prior year is shown below.

Name of provider
Street address
City, State, Zip Code
Social Security Number or EIN
Amount paid $ **2012 AMOUNT** $

Name of provider
Street address
City, State, Zip Code
Social Security Number or EIN
Amount paid $ **2012 AMOUNT** $

Name of provider
Street address
City, State, Zip Code
Social Security Number or EIN
Amount paid $ **2012 AMOUNT** $

Name of provider
Street address
City, State, Zip Code
Social Security Number or EIN
Amount paid $ **2012 AMOUNT** $

Name of provider
Street address
City, State, Zip Code
Social Security Number or EIN
Amount paid $ **2012 AMOUNT** $

List name of each child and total amount spent for care of that child.

$
$
$
$

***You may change or delete any information that does not apply to the current year.**

BUSINESS INCOME AND EXPENSES

2013 (SCH C)

Your principal business or profession ____________

Is this your spouse's Schedule C? ____________

Business name ____________

2012 Business code ____________

Business address ____________

____

Employer ID (Not SSN) ____________

Accounting method: ____________

Enter date if you disposed of or sold this business during the year ____________

BUSINESS VEHICLE	2013	2012
Date placed in service ____________		
Miles used for: Business		
Commuting		
Other		
PART I INCOME		
Gross receipts or sales		
Returns and allowances		
Other income		
PART II EXPENSES		
Advertising		
Car/Truck expenses		
Commissions		
Contract labor		
Depletion		
Employee benefit programs		
Insurance		
Interest - mortgage		
Interest - other		
Legal and professional services		
Office expense		
Pension and profit sharing		
Rent or lease - vehicles, machinery		
Rent - Other business property		
Repairs and maintenance		
Supplies		
Taxes and licenses		
Travel		
Meals and entertainment		
Utilities		
Wages		
Enter prior year unallowed loss (if any)		
OTHER EXPENSES		**(SCH C PG 2)**
Inventory method: ☐ Cost ☐ Lower of Cost or Market ☐ Other		
Inventory at beginning of year		
Purchases less cost of personal items		
Inventory at end of the year		

BUSINESS ASSET LIST

2013

Asset acquisition list (Please list all assets you have purchased or placed in service in 2013.)

Description	Date Acquired	Cost	To Schedule

Asset disposition list (Please list all assets you sold, traded, junked, or took out of service for any reason in 2013.)

Description	Date Acquired	Date Sold	Sales Price	Sales Expenses	Cost	Prior Depreciation	From Sch.

OFFICE IN THE HOME DEDUCTION

2013 (8829)

		2012
Square footage of area used for business		
Total square footage in your home		
Is this your spouse's Schedule C?		
Day care facilities:		
Number of days used for day care		
Number of hours per day used for day care		
Enter date if you disposed of or sold this business during the year		

EXPENSES DIRECTLY RELATING TO YOUR BUSINESS	2013	2012
Casualty losses		
Deductible mortgage interest		
Real estate taxes		
Insurance		
Rent		
Repairs and maintenance		
Utilities		
Other expenses		

EXPENSES RELATING TO ENTIRE HOUSEHOLD		
Casualty losses		
Deductible mortgage interest		
Real estate taxes		
Insurance		
Rent		
Repairs and maintenance		
Utilities		
Other expenses		
Carryover of operating expenses from 2012 Form 8829 line 42		
Carryover of excess casualty losses and depreciation from 2012 Form 8829 line 43		
Enter the fair market value of your home		
Enter the cost of your home		
Enter the value of the land on which your home is placed		

CAPITAL GAINS AND LOSSES

2013
(SCH D)

Stocks, Bonds, and Non-Business Assets

Description	Date Acquired	Date Sold	Sales Price	Cost

Amount of short-term loss carryover from 2012 ______________________

Amount of long-term loss carryover from 2012 ______________________

RENTAL REAL ESTATE AND ROYALTIES

2013 (SCH E)

	Property A		Property B		Property C	
KIND OF PROPERTY						
LOCATION OF PROPERTY						
CITY						
STATE						
ZIP						
INCOME	**2013**	**2012**	**2013**	**2012**	**2013**	**2012**
Rents received						
Royalties received						
EXPENSES						
Advertising						
Auto and travel						
Cleaning and maintenance						
Commissions						
Insurance						
Legal, professional fees						
Management fees						
Mortgage interest						
Other interest						
Repairs						
Supplies						
Taxes						
Utilities						
Miscellaneous Expenses						
Type of misc expense 1						
Amount item 1						
Type of misc expense 2						
Amount item 2						
Type of misc expense 3						
Amount item 3						
Type of misc expense 4						
Amount item 4						
Enter loss carryover to 2013						
Did you actively participate in this venture?						
Did you use this property for personal use?						

2013
(SCH E-DUP)

RENTAL REAL ESTATE AND ROYALTIES

	Property A		Property B		Property C	
KIND OF PROPERTY						
LOCATION OF PROPERTY						
CITY						
STATE						
ZIP						
INCOME	**2013**	**2012**	**2013**	**2012**	**2013**	**2012**
Rents received						
Royalties received						
EXPENSES						
Advertising						
Auto and travel						
Cleaning and maintenance						
Commissions						
Insurance						
Legal, professional fees						
Management fees						
Mortgage interest						
Other interest						
Repairs						
Supplies						
Taxes						
Utilities						
Miscellaneous Expenses						
Type of misc expense 1						
Amount item 1						
Type of misc expense 2						
Amount item 2						
Type of misc expense 3						
Amount item 3						
Type of misc expense 4						
Amount item 4						
Enter loss carryover to 2013						
Did you actively participate in this venture?						
Did you use this property for personal use?						

Part-Year, Part-Rental, or Personal Use Unit

2013
(Sch. E)

KIND OF PROPERTY

LOCATION

Rental income			Percent (of time, year, or property rented):	
	2013	2012	2013	2012
Rent received			%	%

	Rental and personal use		Rental only	
Expenses:	2013	2012	2013	2012
Advertising				
Auto and travel				
Cleaning and maintenance				
Commissions				
Insurance				
Legal and professional fees				
Management fees				
Mortgage interest				
Other interest				
Repairs				
Supplies				
Real estate tax				
Taxes other than real estate taxes				
Utilities				
Other expenses				
Personal use unit ONLY: Fully deductible rental expenses for personal use unit. Include expenses directly related to the operation of the rental activity, such as office supplies.				