

Income Tax Organizer:

Attach original documents behind each sheet and fill in the summarized information in the spaces provided.

A. General

1. Complete copies of your prior year income tax returns, federal and state, with all schedules and attachments.
2. Name, address and social security number of both spouses.
3. Name, address, social security number and birthday of children under the age of 19 who live at home.
4. Name, address, social security number and birthday of children under the age of 24 who are full time students at an accredited institution of higher education who do not live at home.
5. Name, address and social security number and birthday of any other blood relative who lives in your home and received substantial support from you.
6. Did you or your spouse have health insurance last year? yes/no
 - a. If you were insured through the Health Insurance Marketplace please attach any from 1095-A you may have received.
 - b. Did you or your spouse have any transactions with a Health Savings Account or a Medical Savings Account? yes/no
7. Do you generally receive an Earned Income Credit Refund? yes/no
 - a. Do you expect to receive an Earned Income Credit Refund this year? yes/no (Explain how credit changes as earned income changes)
 - b. Do you understand how a net profit or loss from farming activity would affect the calculation of the Earned Income Credit? yes/no

Notes and Questions:

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B. Income not related to ranching and farming

1. All forms W- 2s from jobs you had during the year.
2. Any form 1099 showing income earned during the year, NOT RELATED TO FARMING AND RANCHING, including interest on savings (1099-INT,) dividends (1099-DIV) sale of stock (1099-B,) unemployment compensation (1099-G,) pensions (1099-R,) social security.
3. Forms W-3, gambling and lottery winnings.
4. Alimony RECEIVED. (Put alimony paid on page at section F)
5. For homeowners: Rents received

Notes and Questions:

C. Saving for Retirement

Do you want to save money for your retirement? Ask for information about individual retirement accounts – IRAs or Roth IRAs. Contributions can not exceed the maximum permitted each year, which is \$3,000 for each spouse or \$3,500 for a spouse over the age of 50. The money you save in an IRA account is a deduction from your taxable income which results in less income tax.

Additionally, if you do not have more than \$50,000 of gross income on a joint return, or more than \$37,500 for a head of household, or more than \$25,000 if filing single, you can also qualify for the Saver’s Credit.

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D. Farming and Ranching Income and Expense

- 1. Describe your business. What do you raise? When do you plant or breed? When and where do you sell? Do you pay commissions, broker fees, etc. when you sell your products? What are your biggest expenses? Do you ever buy livestock or farm products to re-sell to others? What are your biggest problems or worries?

- 2. Within the next five years, would you consider asking for a business loan to help grow your business? yes/no
- 3. Do you have a plan for how to make your business more profitable? yes/no
 - a. Is it in writing? yes/no
 - b. Do you understand why you need to have a written marketing plan if your business is losing money? yes/no
- 3. For sale of livestock, or other farm products you bought and sold in the same year enter:
 - a. The total amount you received _____
 - b. The amount you paid for the livestock or other farm products you purchased for resale _____
- 4. For livestock or other farm products that you raised enter:
 - a. The total amount you received for direct sales to individuals _____
 - b. The total amount you received for other sales (auctions, brokers, etc.) You should have invoices or forms 1099 for these sales _____
 - c. Looking at your calendar and your bank account may help you to remember when you made sales and how much you earned.

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6. Draw a simple map of your ranch. Show fences, water tanks, roads, structures, etc. Indicate which you use for your ranch and which are personal.

7. List below all the buildings, fences, and equipment you use in your business. "Equipment" can be an object or a group of objects (hand tools, ropes and halters, irrigation tape) that originally cost \$100 or more, and which you expect to last for more than one year.

EQUIPMENT PURCHASED IN PRIOR YEARS USED IN YOUR BUSINESS						
#	Description	Purchase Date	Depreciated or Expensed on tax return when purchased?			Or: if NOT previously reported:
			No	Yes: Depreciated or Expensed?	Original Purchase Price	Fair Market Value (what you would receive if sold at auction)
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Continue on another sheet if necessary.

EQUIPMENT PURCHASED THIS YEAR FOR YOUR BUSINESS				
#	Description	Purchase Date	Purchase Price	New or Used?
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				

Continue on another sheet if necessary.

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- 8. List your expenses for the farm or ranch: expenses should be amounts paid during the calendar year. You may include amounts paid for purchases made in the prior year, but do not include payment of debts. Do not include amounts for last year's purchases on credit that still need to be paid. You should be able to substantiate your expenses with a receipt for purchase, a note in your calendar, or a notation on you bank statement.

- Car and Truck** (see next page item 10) _____
- Chemicals** _____
- Custom hire** (machine work) _____
- Feed purchased** _____
- Fertilizers and lime** _____
- Freight and trucking** (contracted to someone else) _____
- Gasoline, fuel, and oil** (for equipment, not for your car or truck) _____
- Insurance** (other than home or health, also see Sections E and F) _____
- Interest: mortgage** _____
- other** _____
- Labor hired** (for which you paid all proper payroll taxes) _____
- Payroll tax expense** on Labor hired (attach copies of quarterly and year end payroll tax returns) _____
- Rent or lease of vehicles, machinery, and equipment** _____
- Rent or lease of land, animals, etc.** _____
- Repairs and maintenance** _____
- Seeds and plants purchased** _____
- Storage and warehousing** _____
- Supplies** (Supplies generally are used up within one year, equipment generally lasts more than one year.) _____
- Veterinary, breeding and medicine** _____
- Contract Labor** (no payroll taxes paid, 1099 filed if > \$600) _____
- Water** (see next page item 12 for business use of home) _____
- Electricity** (see next page item 12 for business use of home) _____
- Telephone** (not your basic home phone, but an additional line for your business, business related long distance, business cell phone, business e-mail and internet access) _____
- Office supplies and expenses such as postage and photocopy** _____
- Dues and Subscriptions** (related to your business) _____
- Books and Classes** (to maintain or increase your business knowledge; animal husbandry, farming, accounting, marketing) _____
- Promotion** (gifts of up to \$75 per recipient per year, with a written record of the business purpose of the gift, holiday greeting cards) _____
- Meals and Entertainment** (you must have a written record of the business purpose of the meal or activity) _____
- Travel (hotel and transportation other than your personal car or truck) _____
- Travel meals - see next page item 11 _____
- Attach a list of other farm or ranch expenses if needed.**

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E. Other Deductions for Farm and Ranch

- 9. Record here the number of gallons of gasoline and diesel you used in the field for tractors, spray rigs, etc. **DO NOT INCLUDE GALLONS USED TO DRIVE ON ANY ROAD OR HIGHWAY.**

Gallons of Gasoline _____ Gallons of Diesel _____

- 10. Fill in here a description of the car or truck you use in your business:
 Year _____ Make _____ Model _____

How many miles did you drive this vehicle this calendar year for business? _____

How many miles did you drive this vehicle this calendar year in total? _____

Do you have another vehicle available for personal use? _____

- 11. Do you travel for work? If you are away from your farm or ranch for more than 8 hours on business, you are allowed to take a deduction for meals and incidentals without keeping the receipt. IRS Publication #1542 has a list of the allowable “per diem” rates for cities and counties where you travel. You may deduct 50% of the per diem allowance as a business expense. Record in your calendar your business trips and fill in this table:

Place	Date	Business Purpose

- 12. Do you have a place in your house that can be used exclusively as a home office?
 Fill in the dimensions of your home office _____

Fill in the dimensions of your total house _____

- Fill in your total expenses for the house for the year
- a. Rent _____
 - b. Mortgage Interest: Form 1098 _____
 - c. Insurance _____
 - d. Utilities _____
 - e. Property Taxes _____
 - f. Repairs _____
 - g. Cleaning supplies _____

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F. Other deductions not related to your business

- 1. Alimony PAID (Alimony received goes on page 2, section B.)

- 2. Health Insurance paid for yourself and your family

- 3. Expenses for doctors, dentists, medicines, etc. for you and your family.

- 4. Home Mortgage Interest (if home is used for business go to Section E)
 - a. Form 1098 _____
- 5. Property taxes on you home (if home is used for business go to Section E)

- 6. Property taxes for non-business cars, boats, etc. _____
- 7. Amount paid for a safe deposit box _____
- 8. Amount paid to an income tax preparer _____
- 9. If you or your spouse have a job that pays wages reported to you on Form W-2, fill in a list of out of pocket expenses not reimbursed to you. These include uniforms, travel expenses, education expense, and miles driven, apart from getting to and from work.

Type of Expense	\$\$

Number of miles driven for work, apart from getting to and from work.

- 10. List here contributions of money or household items contributed to charity.

Name of the Charity	Donation Amount

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G. Credits for education, childcare, moving for work, etc.

1. If you or your spouse work at least 900 hours a year teaching Kindergarten through 12 grade, record your classroom expenses up to \$250. \$_____
2. Record here interest paid on a student loan up to \$2,500. \$_____
3. Record here the cost of moving your family to a new place for work. Truck, movers, boxes, etc. \$_____. Number of miles driven in your car _____.
4. Record here your expenses for tuition at an accredited post-secondary institution up to \$3,000 per student.

Name of student	Tuition paid

5. Record here information about child (or elder) care the permits you or your spouse to work.

Name of Dependent	Name of Person or Institution	Address	Social Security Number or Federal Identification Number	Expense

H. Payment of Taxes During the Year

1. Record here any estimated federal income tax payments made during the year.

Amount	Date	Amount	Date

2. Record here any estimated federal income tax payments made during the year.

Amount	Date	Amount	Date