



Constellation Financial

&

Wealth Management Services

A Piotte Enterprises, Inc Company

...proudly presents, back by popular demand...A Tax Packet for 2019

Hello Visitor!

Please be welcome to download, print, or just view this workbook to assist you in preparing for your income tax appointment with your tax preparer.

If you're using a new tax preparer this year, it's a really good idea to provide a copy of your 2018 tax returns, both federal and your state.

Most extensions are an automatic 6 months these days, or automatically denied dependent on the result of your return. If you think you will owe, an extension without making close to full payment by April 15th, is typically a bad idea...just remember, we warned you. 😊

Self employed and corporate tax payers should make sure they use an experienced tax professional well versed particularly in the Qualified Business Income Deduction. (QBID)

We hope the attached pages are helpful to you and your tax preparer this year. Those of you familiar with our firm's history will see that we shamelessly pirated pages from our former Tax Packets as we could. Don't be mad, we just don't have the software infrastructure we used to. 😊

Hello IRS can I help you?...Actually that's a fairly common question Mr. Smith. So yes, as a matter of fact; we ARE equipped to take your soul in lieu of cash.



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Stephen Piotte is still contracted to prepare taxes through H&R Block at the 179 Great Road Office Suite 210. If you're on his list he will be reaching out to you by phone to set your appointment or work out a drop off scenario.

If you are a prior client of Stephen's and have not heard from him, please be welcome to call the tax office at 978-266-1930 or email him at Stephen.Piotte@HRBlock.com to set your appointment time.

Thank you,

Constellation Financial & Wealth Management Services

Let's make this ALL about you!

CLIENT:

First Name & Initial

Last Name:

Social Security No.

D.O.B.

MM

DD

YYYY

Best Phone No.

Occupation:

Best E-Mail:

SPOUSE:

First Name & Initial

Last Name:

Social Security No.

D.O.B.

MM

DD

YYYY

Best Phone No.

Occupation:

Best E-Mail:

Home Address:

Number and street

City, State, Zip

Mailing Address:

Number and street

City, State, Zip

DEPENDENTS?

So...With the Tax Cuts and Jobs Act, dependents don't mean nearly what they used to for your income taxes. There are only a few areas where your tax professional should need your dependents information but they do exist. Particularly Tax Credits such as the College tax credit, or the Earned Income tax Credit. Ask your preparer if he/she needs any dependent information from you, if they do, they'll need for each...

First Name & Initial

Last Name

Social Security No.

D.O.B.

Relation to you

Typically Required Items



1. **W-2 Forms – (Full or part time employees tax form)** ☐
2. **1099 INT – (Interest Income from Bank Accounts)** ☐
3. **1099 DIV – (Dividend Income from Brokerage Accounts)** ☐
4. **1099 SSA – (Social Security Income)** ☐
5. **1099 R – (Retirement distributions from 401Ks, IRA, et ali)** ☐
6. **1099 MISC – (Miscellaneous Income/Casual Labor)** ☐
7. **K-1 Forms – (Trust Beneficiaries, S-Corp Owners, Partnerships...)** ☐
8. **Alimony/Palimony Income** ☐
9. **Unemployment – (You should receive a 1099 or substitute form)** ☐
10. **Last year's STATE refund – (Should also get a 1099 or subst.)** ☐
11. **Foreign Bank Account information** ☐
12. **Anything else that's labeled IMPORTANT TAX DOCUMENT.** ☐

Typical Deductions

TAXES & HOUSING

1. Mortgage Interest on your primary residence. (Give any 1098-Ts to your tax person)
2. Real Estate Taxes paid on your primary residence. \$ _____
3. Real Estate Taxes on a second home or land. \$ _____
4. Excise taxes paid on cars, boats, trailers \$ _____
5. Sales Tax Paid. (They'll need large ticket items listed.) \$ _____
6. Rent paid for your PRIMARY residence. \$ _____
 - a. Rules vary by state here so ask your tax person

MEDICAL EXPENSES

1. Prescription drugs (sorry no over the counter) \$ _____
2. Eye Glasses and contact lenses \$ _____
3. Hospital and clinic visits \$ _____
4. Doctors, dentists, psychiatrists, acupuncturists... \$ _____
5. Medical Insurance you paid (No pre-tax plans) \$ _____
6. Long term care insurance for you. \$ _____
 - a. You spouse list separately \$ _____
7. Miles driven for medical reasons _____

CHARITIES

1. Total of cash and checks donated to charity \$ _____
2. Total NON-cash gifts (clothes, old furniture) \$ _____
3. Miles driven for charities _____

Large tickets gifts like cars or appreciable property should come with paperwork...

No so Typical Deductions

CHILD CARE

1. Are you covered by an employer sponsored reimbursement plan?

a. Make sure your tax person sees that, it should be listed on your W-2 form MOST child care providers will supply you with this information at year end or upon request. If you get their form you can probably skip filling it here but just in case, you'll need:

The Name of the Provider: _____

Address of Provider: _____

Name of Child: _____ **Amount Paid:** _____

Name of Child _____ **Amount Paid:** _____

Federal ID # or Social Security# of Provider _____

College Expenses & Student Loans

Your tax person will need form 1098-T which is issued by the college or university, so make sure you get your hands on it before your tax appointment.

Make sure you have the conversation with your tax person to include any amounts you may have paid out of pocket that may not be included in what the college provided on form 1098-T. These may include books and supplies that may not be included on the 1098-T form.

Once your have all this data your tax person will help you determine which College credit or deduction is right for you.

Student Loan Interest

1. Amount paid by Client \$ _____

2. Amount paid by Spouse \$ _____

Retirement Plans

Traditional I.R.A. Contributions

1. Client's Contribution: \$ _____ Spouse's Contribution: \$ _____

This is the Tax Deductible one, annual limit is \$5,500 unless you're over 50 in which case it goes up to \$6,500.

Roth I.R.A. Contributions

2. Client's Contribution: \$ _____ Spouse's Contribution: \$ _____

This is one that grows tax FREE but you're not allowed to deduct it. Same limits as the Traditional IRA but higher wage earners may not be eligible for a Roth. 😞

Keough Plans

3. Client's Contribution: \$ _____ Spouse's Contribution: \$ _____

Remember that Keough plans have two components, so make sure you talk to your tax person about both when doing your taxes

S.E.P. I.R.A. Contributions

4. Client's Contribution: \$ _____ Spouse's Contribution: \$ _____

Estimated Income Taxes

Federal (IRS) Estimated Payments

(Due Date)	Date Paid:	Amount Paid:
(4/15/2019)	____/____/ 2019	\$_____
(6/15/2019)	____/____/ 2019	\$_____
(9/15/2019)	____/____/ 2019	\$_____
(1/15/2020)	____/____/____	\$_____

State (Your Home State) Estimated Payments

(Due Date)	Date Paid:	Amount Paid:
(4/15/2019)	____/____/ 2019	\$_____
(6/15/2019)	____/____/ 2019	\$_____
(9/15/2019)	____/____/ 2019	\$_____
(1/15/2020)	____/____/____	\$_____

Last Tax Year's (2018) State Payments

(Due Date)	Date Paid:	Amount Paid:
(1/15/2019)	____/____/ 2019 (final estimate)	\$_____
(4/15/2019)	____/____/ 2019 (if you owed)	\$_____

Application of 2018's Tax Refunds? (You told the government to keep your refund)

Federal Refund Applied \$_____ State Refund Applied \$_____

Self Employed Page 1

CLIENT / SPOUSE
(circle one or both)

1. Name of the company _____
2. Type of Work you do _____ Fed ID# (If Appl.) _____
3. Business Address _____

INCOME

1. Income: Total Money Received by your company during 2019. \$ _____
2. Ending Inventory: Your cost of unsold merchandise as of 12/31 \$ _____

Expenses

- | | |
|--|--------------|
| 1. Purchases of Product for Resale | 1. \$ _____ |
| 2. Advertising | 2. \$ _____ |
| 3. Insurance | 3. \$ _____ |
| 4. Legal/Professional Fees | 4. \$ _____ |
| 5. Office Expenses | 5. \$ _____ |
| 6. Rent: Office or Warehouse Space | 6. \$ _____ |
| 7. Repairs & Maintenance | 7. \$ _____ |
| 8. Job Supplies / Tools & Small Equipment | 8. \$ _____ |
| 9. Heat, Light, Power & Telecommunications | 9. \$ _____ |
| 10. Dues & Subscriptions | 10. \$ _____ |
| 11. Travel & Entertainment – NOT Meals | 11. \$ _____ |
| 12. Meals | 12. \$ _____ |
| 13. Interest Expense | 13. \$ _____ |
| 14. Taxes (Not estimated income taxes though, business taxes only) | 14. \$ _____ |

Self Employed Page 2

- | | |
|---|--------------------|
| 15. Salaries & Wages | 15.\$ _____ |
| 16. Contract Labor Paid...Anyone over \$600 needs a 1099 | 16.\$ _____ |
| 17. Commissions Paid | 17.\$ _____ |
| 18. Rental Equipment | 18.\$ _____ |
| 19. Other Expenses: (i.e. new equipment) | 19.\$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Motor Vehicle Expenses

- | | |
|--|-------------------|
| 1. Type, Make, & Model of the vehicle | 1. _____ |
| 2. Year vehicle was placed in service for your business | 2. _____ |
| 3. Purchase Price of your vehicle | 2.\$ _____ |
| 4. Total miles driven for ALL purposes during 2019 | 4. _____ |
| a. Business portion of line 4 | 4a. _____ |
| 5. Actual Expenses for your vehicle during 2019
(Gasoline, insurance, inspections, tune ups) | 5.\$ _____ |

For most self-employed people, mileage deductions are more advantageous; so you may skip Item 5 of this box unless you believe your actual expenses will exceed your mileage deduction.

I.R.S. and hence tax professionals will want this on each vehicle you use for business.

Rental Property

General Rental Information:

1. Type of Rental (Single Family, Duplex, Parking lot, apartment...) 1. _____
2. Date Property was first rented: (Not always the purchase date) 2. ____/____/____
3. Purchase Price if bought during 2019 3.\$ _____
4. Did you or your family use this property for more than 15 days or more than 10% of the total time rented this year? _____

1. INCOME 1.\$ _____

2. EXPENSES:

a. Advertising 2a.\$ _____

b. Auto & Travel 2b.\$ _____

c. Cleaning & Maintenance 2c.\$ _____

d. Rental Agency Fees, Commissions, Condo Fees... 2d.\$ _____

e. Insurance 2e.\$ _____

f. Legal & Professional 2f.\$ _____

g. Mortgage Interest Paid 2g.\$ _____

h. Real Estate Taxes Paid 2h.\$ _____

i. Repairs – (Separate from improvements) 2i.\$ _____

j. Improvements – (i.e. Upgrading vs repairing) 2j.\$ _____

i. Describe your improvements and list any other expenses:

Investors and Bank Info

Nearly all reputable firms will provide you with the information your tax professional will need in the form of a 1099. Most use a consolidated version to include your 1099-INT, 1099-DIV, and your 1099-B as well as any supplemental or alternative investment reports you require. Contact your financial professional to make sure you have what you need prior to your tax appointment.

If you are one of the lucky ones to be served by our firm, your 1099s will be mailed and/or emailed to you directly but we can always provide you a copy as needed. Conversely you may log into your Wealthscape account and view and download your 1099s at your convenience.

Remember investment activity such as capital gains or dividends do not need to be reported for what are known as qualified accounts, those are, I.R.A.s , 401ks, 414hs just to name a few, for example.

Banking information

I.R.S. and many states allow you to divide your refund to be deposited into more than one account. However if you owe them and want to save a stamp you can only have them take what you owe from one account. In either case your tax person will need the name of your bank, the routing number, and account number for your bank account. For checking accounts, this information is on every check you write, (see below) so it may be easier to just make sure you have your check book for your tax appointment. 😊

Jane Doe
1234 Main St, Apt 101
Lenexa, KS 66215

DATE: _____

PAY TO THE ORDER OF: _____ \$ _____

Your Bank
Address of Your Bank
Lenexa, KS 66215

1001

1234567890 12345678 1001

1234567890 Bank Routing Number

12345678 Bank Account Number

1001 Check #

Additional info and notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.