



# *Constellation Financial*

&

## *Wealth Management Services*

*A Piotte Enterprises, Inc Company*

# **2020 Tax Packet**

(The year we'll not soon forget)

**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 2019 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 15<sup>th</sup>, 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 continue to shamelessly pirate pages from our former Tax Packets as we could. Hey if something is working, why change it?**

😊 **Our very best to you and yours as we struggle to endure, together.**

Hello IRS...That's correct if you didn't get a stimulus check, you'll get the money when you file your taxes...Yes, you have to file a return to get a stimulus check...If you don't file a return we won't give you any money...Well, you can do that but The Supreme Court's been awful busy lately.



# Table of Contents

1. Let's make this ALL about you!	Page III
2. Typically Required Items	Page IV
3. Typical Deductions (Kind of a short list)	Page V
a. Taxes & Housing	Page V
b. Medcial	Page V
c. Charities	Page V
4. Not so typical deductions...	
a. Child Care	Page VI
b. College Expenses & Student Loan Interest	Page VI
5. Retirement Plans	Page VII
6. Estimated Tax Payments (Yay!)	Page VIII
7. Self Employed Pages	Page IX
8. Rental Property for you landlord and landlady types	Page XI
9. Investors in the stock market and Banking requirements	PageXII
10. Additional Information Page & Notes	PageXIII

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 to set your phone 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](mailto:Stephen.Piotte@HRBlock.com) to set your phone appointment time.

Thank you,

*Constellation Financial & Wealth Management Services*

# Let's make this ALL about you!

## CLIENT:

First Name & Initial	<input type="text"/>	Last Name:	<input type="text"/>
Social Security No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D.O.B.	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY
Best Phone No.	<input type="text"/>	Occupation:	<input type="text"/>
Best E-Mail:	<input type="text"/>		

## SPOUSE:

First Name & Initial	<input type="text"/>	Last Name:	<input type="text"/>
Social Security No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D.O.B.	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY
Best Phone No.	<input type="text"/>	Occupation:	<input type="text"/>
Best E-Mail:	<input type="text"/>		

## 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 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 (Court order date)**
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.**
13. **Stimulus payment that you received in 2020.**

# Typical Deductions

## TAXES & HOUSING

1. Mortgage Interest on your primary residence. (Give any 1098s 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. Your 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...

# Not 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 itself.

Once you 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, 2020 annual limit is \$6,000 unless you're over 50 in which case it goes up to \$7,000.

## 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 Tax Payments

## Federal (IRS) Estimated Payments

<b>(Due Date)</b>	<b>Date Paid:</b>	<b>Amount Paid:</b>
(7/15/2020)	___/___/ 2020	\$ _____
(7/15/2020)	___/___/ 2020	\$ _____
(9/15/2020)	___/___/ 2020	\$ _____
(1/15/2021)	___/___/____	\$ _____

## State (Your Home State) Estimated Payments

<b>(Due Date)</b>	<b>Date Paid:</b>	<b>Amount Paid:</b>
(7/15/2020)	___/___/ 2020	\$ _____
(7/15/2020)	___/___/ 2020	\$ _____
(9/15/2020)	___/___/ 2020	\$ _____
(1/15/2021)	___/___/____	\$ _____

## Last Tax Year's (2019) State Payments

<b>(Due Date)</b>	<b>Date Paid:</b>	<b>Amount Paid:</b>
(1/15/2020)	___/___/ 2020	(final 2019 estimate) \$ _____
(7/15/2020)	___/___/ 2020	(if you owed in 2019) \$ _____

## Application of 2019'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 2020. \$ \_\_\_\_\_
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 2020  | 4. _____   |
| a. Business portion of line 4   | 4a. _____  |
| 5. Actual Expenses for your vehicle during 2020<br>(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 Properties

## 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 2020 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:

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# Investors & 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.

## 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. 😊



