

Right On The Money LLC

Personal Income Tax Data Organizer

Taxpayers

Name: _____	Name: _____
SSN: _____ DOB: _____	SSN: _____ DOB: _____
Cell: _____	Cell: _____
Email: _____	Email: _____
Address: _____	

Did you receive, sell or exchange virtual currency? Do you have an interest or authority over foreign accounts or trusts?

What was your marital status as of December 31st?

- Single
 Single—Spouse deceased (Date: _____)
 Single—Divorced (Date: _____)
 Married
 Married—has not lived with spouse at all July—December

Dependents

<u>Name</u>	<u>SSN</u>	<u>DOB</u>	<u>Relationship</u>	<u>Lives</u> <u>With You</u>	<u>Full Time</u> <u>Student</u>	<u>Disabled</u>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items to bring

Income—You should bring documentation for all income, which may include:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> W2s | <input type="checkbox"/> Social Security Statement | <input type="checkbox"/> Government Refund | <input type="checkbox"/> Gambling Winnings |
| <input type="checkbox"/> 1099—all types | <input type="checkbox"/> Unemployment & PFML | <input type="checkbox"/> Rental Income | |
| <input type="checkbox"/> K-1s | <input type="checkbox"/> Business Income | <input type="checkbox"/> Sale of Stocks, Real Estate or other assets | |

******Final paystub of the 2025 is helpful, particularly if you have tips or overtime.*****

Health Insurance—You should bring verification of health insurance, which may include:

- 1099-HC 1095-A 1095-B

Expenses—You should bring documentation for expenses that may be itemized, which may include: Property taxes

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Excise taxes | <input type="checkbox"/> Mortgage interest (1098) | <input type="checkbox"/> Charitable donations | <input type="checkbox"/> Business expenses |
| <input type="checkbox"/> Rental property expenses | <input type="checkbox"/> Teacher expenses | <input type="checkbox"/> IRA/ROTH contributions | <input type="checkbox"/> Student loan interest |

Bank name _____ Account holder _____

Routing number _____ Account number _____

 Checking Savings

Select authorized uses for this account:

 Refunds Balance Due Estimates for next year***PLEASE NOTE THAT THE IRS IS NOW REQUIRING ELECTRONIC PAYMENTS AND REFUNDS. Provide a voided check if possible***

Do you expect to see a refund this year or are you preparing for a balance owed? _____

**** WERE ANY OF YOUR CREDITS DISALLOWED IN PRIOR YEARS? PLEASE LET US KNOW.******Car Loan Interest Deduction** Did you buy and finance a new vehicle in 2025? (Used vehicles do not qualify.)

Make, Model & Year _____

Interest paid in 2025 _____ VIN _____

Charitable Contributions—Please bring your receipts along with a summary of contributions that breaks down total amount paid separately from total items donated.**Childcare** Name & EIN of provider _____

Address of provider _____

Total paid to provider _____ Child(ren) that attend _____

Rent Total paid in 2025 _____**Higher Education Credits**—Please provide a 1098T from the school, which is usually in the student portal. Although it will be in the student's name, the credit goes to the parents if the student is a dependent.

Student: _____ College Attending _____

 Full Time Student Part Time Student Has student been convicted of a felony?**Residential Energy Credits** - If you purchased new, energy efficient items for your home, bring your receipts. Heat & AC, doors & windows, insulation, solar energy and even home energy audits may be eligible for credits.**MA Circuit Breaker Credit** - Provide the information below to see if you qualify for this credit:

* Property tax bills due and paid in 2025 * Total acres of your property

* Total water bills paid in 2025

* Total rent paid in 2025

Business Income and Expenses are often complex. The items below are examples designed to jog your memory. You will probably have other items appropriate to your business. Additional documentation may be needed and is often more helpful than a written list. If you wish to provide QuickBooks access or bank access, it could help expedite the process.

Name of Business _____ EIN _____

Entity Type _____ Product or Service _____

Years in business _____ Address _____

Did you start the business in 2025? _____ Did you end the business in 2025? _____

Did you make payments in 2025 that would require you to issue 1099s? _____

Total Gross Income _____

Expenses

Advertising _____ Insurance _____ Interest _____

Legal _____ Office _____ Rent _____

Supplies _____ Taxes & Licenses _____ Utilities _____

Wages _____ Travel _____ Software & Apps _____

Business meals for employees work/training _____

Business Meals with clients, colleagues or professionals _____

Other (provide details) _____

Cost of Goods Sold

Beginning Inventory _____ Ending inventory _____

Purchases for sale _____

Auto Expenses—No estimates may be used. You must keep a record during the year . Detailed expenses may be used instead of mileage deduction, but miles are still needed unless the vehicle is 100% business.

Make, Model, Year _____

Do you have another vehicle available during off-duty hours? _____

Business Miles _____ Personal Miles _____

Please provide a written log that shows your miles.

Home Office Expenses

Square feet of office only used for business _____ Square feet of entire home _____

Mortgage interest _____ Property Taxes _____ Rent _____

Utilities _____ Repairs _____ Maintenance _____

Business Income and Expenses continued

Depreciation—List any significant items purchased that are expected to have a life longer than 1 year.

Item Purchased	Date	Cost

Cost of health insurance for business owner and family _____

Contributions to retirement plan for business owner _____

Type of Plan _____

Retirement Plans

Did you or your spouse make a contribution to a traditional IRA not sponsored by a job? _____

If so, how much did you each contribute? _____

Did you or your spouse make a contribution to a ROTH IRA not sponsored by a job? _____

If so, how much did you each contribute? _____

Address of Property _____

Single family Multi family Vacation/short term Commercial Land

Did you start the renting in 2025? _____ Did you end renting in 2025? _____

Did you make payments in 2025 that would require you to issue 1099s? _____

Total Gross Income _____

Expenses

Advertising _____ Insurance _____ Interest _____

Legal _____ Office _____ Rent _____

Supplies _____ Taxes & Licenses _____ Utilities _____

Wages _____ Travel _____ Software & Apps _____

Other (provide details) _____

Auto Expenses—No estimates may be used. You must keep a record during the year . Detailed expenses may be used instead of mileage deduction, but miles are still needed unless the vehicle is 100% business.

Make, Model, Year _____

Do you have another vehicle available during off-duty hours? _____

Business Miles _____ Personal Miles _____

Please provide a written log that shows your miles.

Home Office Expenses

Square feet of office only used for business _____ Square feet of entire home _____

Mortgage interest _____ Property Taxes _____ Rent _____

Utilities _____ Repairs _____ Maintenance _____