GREGG THE TAX GUY

Personal Income Tax Intake Organizer – Fillable PDF

Email this back to info@greggthetaxguy.com or we can go over it in person.

This organizer helps gather the information needed to prepare your federal and state income tax returns accurately. Complete the sections that apply and provide copies of all tax forms, statements, and supporting records.

1. TAXPAYER INFORMATION

Primary Taxpayer		Spouse, if filing jointly	
First Name		First Name	
Middle Initial		Middle Initial	
Last Name		Last Name	
Social Security Number		Social Security Number	
Date of Birth		Date of Birth	
Occupation		Occupation	
Phone		Phone	
Email		Email	
Mailing Address		**Address Change**	
Street Address		Address changed?	☐ Yes ☐ No
City / State / ZIP		Prior address	

2. FILING STATUS

Check the filing status you believe applies. Final determination will be made during preparation.

☐ Single ☐ Married Filing Jointly ☐ Married Filing Separately

☐ Head of Household ☐ Qualifying Surviving Spouse

☐ Were you legally married as of December 31 of the tax year? Yes / No

☐ Did your spouse pass away during the tax year? Yes / No If yes, date of death:

☐ Did you live apart from your spouse during the last 6 months of the year? Yes / No

3. STATE RETURN INFORMATION

State of residence on Dec. 31		Moved during year?	☐ Yes ☐ No
Moved from / to / date		Worked in more than one state?	☐ Yes ☐ No
States worked in		KCMO or St. Louis earnings tax?	☐ Yes ☐ No

☐ Lived in Kansas but worked in Missouri, or lived in Missouri but worked in Kansas? Yes / No

4. DEPENDENTS

List each person you may be able to claim as a dependent. Add additional dependents or notes below if needed.

Dependent Information	Dependent 1	Dependent 2	Dependent 3
First Name			
Middle Initial			
Last Name			
Social Security Number			
Date of Birth			
Relationship to you			
Number of months lived with you last year			
Full-time student?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Disabled?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Childcare expenses paid?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided more than half of own support?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Anyone else claim or have the right to claim?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Additional dependents or notes

5. IDENTITY VERIFICATION AND E-FILE INFORMATION

This information is used for electronic filing, identity verification, and refund/payment setup. Some items are required only when they apply.

Filed federal return last year?	☐ Yes ☐ No	**Can provide last year's return?**	☐ Yes ☐ No
Prior-year federal AGI, if known	$	**IRS IP PIN issued?**	☐ Yes ☐ No

Driver's License or State ID	Primary Taxpayer	Spouse
License/state ID number		
State issued		
Issue date		
Expiration date		

E-file PINs: A 5-digit self-select PIN is chosen by the taxpayer/spouse for e-filing. A 6-digit IRS Identity Protection PIN is issued only by the IRS when applicable.

E-File and Identity PIN Information	Primary Taxpayer	Spouse
5-digit self-select e-file PIN		
6-digit IRS Identity Protection PIN, if issued		
Prior-year federal AGI used for e-file verification	$	$

6. INCOME DOCUMENTS TO PROVIDE

Provide every form that applies. Even small or informational forms may affect the return.

☐ W-2 — Wage and salary income. Reports wages, withholding, retirement contributions, benefits, and payroll items.
☐ 1099-NEC — Nonemployee compensation. Usually contractor, gig, or self-employment income.
☐ 1099-MISC — Miscellaneous income. May report rent, prizes, awards, royalties, legal settlements, or other taxable income.
☐ 1099-K — Payment card or third-party platform payments. May involve business, resale, gig, or online sales activity.
☐ 1099-INT — Interest income from banks, credit unions, savings accounts, and similar sources.
☐ 1099-DIV — Dividend income, qualified dividends, capital gain distributions, and investment income.
☐ 1099-B — Stock, bond, crypto, mutual fund, or other investment sales. Provide year-end brokerage statements if available.
☐ Consolidated brokerage statement — Combined investment reporting for interest, dividends, sales, fees, and tax details.
☐ 1099-R — Retirement, pension, annuity, IRA, Roth IRA, 401(k), or similar distributions.
☐ RMD information — Documentation showing whether required retirement distributions were taken.
☐ SSA-1099 — Social Security retirement, disability, or survivor benefits and any federal withholding.
☐ RRB-1099 / RRB-1099-R — Railroad retirement income, handled separately from regular Social Security or pension income.
☐ 1099-G — State refund, unemployment compensation, or government payments.
☐ K-1 — Partnership, S corporation, trust, or estate income, deductions, credits, or distributions.
☐ 1099-S — Sale of real estate. Use the separate property sale/rental organizer for details.
☐ W-2G or casino statements — Gambling winnings. Provide win/loss statements and gambling records if claiming losses.
☐ Jury duty pay — Reportable income even if no formal tax form was issued.
☐ Alimony received — Applies only to certain agreements depending on date and terms.

Other income not listed ______________________________

7. RETIREMENT, IRA, AND PENSION QUESTIONS

☐ Received retirement, pension, annuity, IRA, 401(k), 403(b), or similar distributions? Provide all 1099-R forms.
☐ Rolled over retirement money into another retirement account?
☐ Converted a traditional IRA to a Roth IRA?
☐ Were you or your spouse covered by a retirement plan at work?
☐ Required to take an RMD?
☐ If required, was the full RMD taken by the deadline?

8. EDUCATION, TUITION, AND STUDENT LOANS

☐ You, your spouse, or a dependent attended college, trade school, or post-secondary school? Provide Form 1098-T and account statements.
☐ 1098-T — Tuition statement used for education credits.
☐ School account statement — Verifies tuition paid, scholarships, grants, refunds, and required expenses.
☐ Tuition disbursement/refund records — Provide if the school issued refunds, excess loan money, scholarships, or grants.
☐ 1098-E — Student loan interest.

Student name		**School**	
At least half-time?	☐ Yes ☐ No	**First 4 years?**	☐ Yes ☐ No ☐ Not sure
Scholarships, grants, GI Bill, employer assistance, or tuition reimbursement?	☐ Yes ☐ No		

9. CHILDCARE AND DEPENDENT CARE

☐ Paid childcare so you or your spouse could work or look for work?

☐ Employer provided dependent care benefits through payroll? If yes, provide W-2 showing benefits.

Provider name ______________________ **Amount paid** $ ______________________

Provider address ______________________ **Provider EIN or SSN** ______________________

Child/dependent cared for ______________________ ______________________

10. ITEMIZED DEDUCTIONS

The standard deduction is often larger than itemized deductions, but these items should still be provided if they apply.

Medical and Dental Expenses

Medical expenses are generally only deductible if you itemize and total qualified medical expenses exceed the allowed income threshold. Do not include Medicare Part B or Part D benefits listed on your SSA-1099 Social Security benefits statement; those amounts are already reported through the Social Security form.

Category	Amount
Prescription medicines and drugs	$
Medical and dental insurance premiums paid out of pocket	$
Doctors, dentists, hospitals, clinics, labs, and medical providers	$
Eyeglasses, contacts, eye exams, hearing aids, and related care	$
Medical equipment, supplies, and assistive devices	$
Long-term care insurance premiums	$
Nursing care, in-home care, or assisted medical care	$
Medical mileage: miles Parking and tolls for medical trips	$
Other qualified medical expenses	$

Describe other medical expenses ______________________

Taxes Paid

Category	Amount
Real estate taxes on your home	$
Personal property taxes, such as vehicle property tax	$
State or local estimated tax payments	$
Prior-year state or local tax paid during the year	$

Mortgage Interest and Home Expenses

☐ 1098 mortgage interest statement — Provided by mortgage lender for mortgage interest, real estate taxes, and possible itemized deductions.

☐ Bought, sold, or refinanced a home during the year? If yes, provide closing statements.

Category	Amount
Mortgage interest paid	$
Points paid on purchase or refinance	$
Mortgage insurance premiums, if shown	$

Charitable Contributions and Gambling

Category	Amount
Cash, check, credit card, or online donations	$
Noncash donations, such as clothing or household goods	$
Charitable mileage: miles	$
Gambling winnings	$
Gambling losses	$

For donations of $250 or more, provide written acknowledgment from the charity. For gambling, provide W-2G forms, casino win/loss statements, and records. Current law under OBBBA only allows 90% of gambling losses to offset gambling winnings; gambling losses cannot create an overall gambling loss deduction beyond allowed limits.

11. HEALTH SAVINGS ACCOUNTS

☐ You or your spouse had an HSA? If yes, provide all HSA tax forms.

☐ 1099-SA — HSA distributions. Reports money taken out of an HSA, MSA, or similar account.

☐ 5498-SA — HSA contributions. Reports contributions made to the HSA.

☐ Were all HSA distributions used for qualified medical expenses?

Total HSA distributions $ ______________________ **Total HSA contributions by you** $ ______________________

Total HSA contributions through payroll $ ______________________ ______________________

12. ESTIMATED TAX PAYMENTS AND PRIOR-YEAR PAYMENTS

Payment Type	Q1 Amount / Date	Q2 Amount / Date	Q3 Amount / Date	Q4 Amount / Date
Federal estimated payments	$ Date:	$ Date:	$ Date:	$ Date:
Kansas estimated payments	$ Date:	$ Date:	$ Date:	$ Date:
Missouri estimated payments	$ Date:	$ Date:	$ Date:	$ Date:

Amount applied from prior-year refund: Federal $ ______ **Kansas** $ ______
Missouri $ ______ ______

13. DIRECT DEPOSIT OR PAYMENT INFORMATION

For security, do not send bank information by unsecured text message. Banking information should be verified before filing.

☐ Direct deposit of refund, if available? ☐ Tax due paid electronically, if available?

Bank Refund / Payment Information			
Bank name		Account type	☐ Checking ☐ Savings
Routing number		Account number	
Name on account		Confirm account number	
Use this account for	☐ Refund direct deposit	☐ Tax payment withdrawal	☐ Both
Requested payment date, if tax is due		Amount to pay, if different from balance due	$
Notes or special instructions			

14. DOCUMENTS TO PROVIDE — QUICK CHECKLIST WITH EXPLANATIONS

☐ Prior-year tax return — Helps verify carryovers, filing status, dependents, credits, state information, and prior-year AGI.
☐ Prior-year federal AGI — Used for IRS e-file identity verification when last year's return was filed.
☐ Driver's license or state ID information — May be used for federal and state identity verification during e-file.
☐ 5-digit self-select PIN — Taxpayer/spouse PIN chosen to authorize electronic filing.
☐ 6-digit IRS IP PIN — Required only if the IRS issued an Identity Protection PIN for the taxpayer, spouse, or dependent.
☐ Bank information — Needed only if direct deposit or electronic payment is requested; verify before filing.
☐ W-2 — Wages and withholding from each employer.
☐ 1099-NEC — Contractor income. Business income and expenses belong on the separate business organizer.
☐ 1099-MISC — Miscellaneous income such as rents, prizes, awards, royalties, legal settlements, or other income.
☐ 1099-K — Payment app or card income through PayPal, Venmo, Square, Stripe, online marketplaces, or similar platforms.
☐ 1099-INT — Interest income from banks, credit unions, and financial institutions.
☐ 1099-DIV — Dividend income and capital gain distributions.
☐ 1099-B or brokerage statement — Investment sales including stocks, bonds, mutual funds, crypto, or other investments.
☐ 1099-R — Retirement distributions from IRA, pension, annuity, 401(k), 403(b), Roth, inherited retirement, or rollover activity.
☐ RMD records — Required minimum distribution proof if retirement distributions were required or inherited retirement funds exist.
☐ SSA-1099 — Social Security benefits and any withholding.
☐ RRB-1099 or RRB-1099-R — Railroad retirement benefits with special tax treatment.
☐ 1099-G — State refund, unemployment, or government payments.
☐ K-1 — Partnership, S corporation, trust, or estate income.
☐ 1099-S — Real estate sale. Detailed property information belongs on the separate property sale/rental organizer.
☐ Closing statements — Home, land, or property purchases and sales.
☐ 1098 — Mortgage interest statement.
☐ Property tax receipts — Real estate and vehicle taxes.
☐ Charitable donation records — Cash and noncash donations.
☐ Medical expense totals — Medical, dental, vision, prescriptions, mileage, and insurance paid out of pocket.
☐ 1095-A — Marketplace health insurance.
☐ 1099-SA and 5498-SA — HSA activity.
☐ 1098-T — Tuition statement.
☐ Tuition account statements and disbursement records — Tuition paid, scholarships, refunds, grants, and school refunds.
☐ 1098-E — Student loan interest.
☐ Childcare provider information — Dependent care credit.
☐ Mileage logs — Medical or charitable mileage.
☐ Energy credit invoices — Home energy improvements.
☐ Electric vehicle purchase documents — EV credits.
☐ IRS, state, or city letters — Tax notices.
☐ Estimated tax payment records — Federal and state payments.

15. TAX SITUATION QUESTIONS

- ☐ I received a tax notice from the IRS, Kansas or Missouri
- ☐ I started a new job.
- ☐ I began receiving Social Security.
- ☐ I received pension, annuity, IRA, 401(k), or retirement income.
- ☐ I had Marketplace health insurance.
- ☐ I sold land, rental property, inherited property, or investment property.
- ☐ I had business, gig, rideshare, delivery, contractor, or cash income.
- ☐ I paid college tuition.
- ☐ I paid student loan interest.
- ☐ I made estimated tax payments.
- ☐ I received gambling winnings.
- ☐ I donated to charity.
- ☐ I installed energy-efficient home improvements.
- ☐ I moved to or from another state.
- ☐ I had foreign income, foreign accounts, or foreign assets.
- ☐ I received unemployment.
- ☐ I retired.
- ☐ I received disability income.
- ☐ I took money out of an HSA.
- ☐ I bought or sold a home.
- ☐ I had stock, bond, crypto, or investment sales.
- ☐ I had rental income.
- ☐ I received scholarships, grants, or tuition refunds.
- ☐ I paid childcare expenses.
- ☐ I contributed to an IRA.
- ☐ I had gambling losses.
- ☐ I made major medical payments.
- ☐ I bought an electric vehicle.
- ☐ I worked in more than one state.
- ☐ I received income not reported on a tax form.

16. CLIENT NOTES AND EXPLANATIONS

Use this space to explain anything unusual, missing, or important.