For educational & information purposes only. Consult your tax professional.

Create a copy of this document

Save it to your personal hard drive or your Google Drive (as a copy)

This document was designed to make it easy for you to gather all pertinent information you or your tax professional may need in order to file your tax return.

This document is based on the information required for a United States tax return, but you are welcome to edit for your own personal use to meet your needs. If you'd like to share it with a friend, please send a warm intro email to us both and I will happily share the link.

It is very likely that you will not have need for every section, simply mark the N/A box to communicate that this scenario does not apply to your situation.

If you have questions, please ask your certified tax professional and refer to their professional advice.

CLIENT INFO SHEET & NOTES

- Add notes for your tax accountant here
- Add notes for your tax accountant here

PERSONAL ID
(If required/new client)

☐ Driver's License Partner #1

☐ Driver's License Partner #2

☐ Social Security Card Partner#1

☐ Social Security Card #2

☐ Federal EIN #

☐ Certificate of Ownership of Business

☐ Name change docs (if married/divorced/required)

☐ Copy of previous year tax return

☐ Voided check for direct deposit/electronic payment

PREVIOUS YEAR RETURN

☐ **20____**

☐ **PREVIOUS YEAR ECONOMIC STIMULUS RECEIVED (20____)**

☐ **N/A**

W2's

(if you or someone on your return works for an employer)

- ☐ **Partner #1**
- ☐ **Partner #2**

- ☐ **N/A**

HEALTH INSURANCE DOCUMENTS

☐ **1095-C Partner #1 Employer**

☐ **1095-C Partner #2 Employer**

☐ **HSA 1099-SA (DISTRIBUTION)**

☐ **HSA 5498-SA (CONTRIBUTION)**

☐ **N/A**

DEPENDENT CHILDREN

Required proof child lived with you. Choose 1.

Ask your CPA if you need these expenses for your State.

☐ School record

☐ Medical/health care provider record

☐ Daycare record

☐ Statement from place of worship on letterhead

☐ Statement from landlord on letterhead

☐ N/A

CHILD CARE EXPENSES

Ask your CPA if you need these expenses for your State

☐ Receipts (amount paid)

☐ Name/Address/ SSN or EIN of childcare provider

☐ N/A

SCHOOL TUITION & BOOK FEES

Ask your CPA if you need these expenses for your State

☐ **For K-12**

☐ **Private School**

☐ **N/A**

COLLEGE EXPENSES

☐ 1098-T

☐ Withdraw 1099-Q

☐ Receipts for books, etc

☐ N/A

SCHOOL LOANS

☐ **1098-E**

☐ **N/A**

INTEREST INCOME

- ☐ 1099-INT Bank #1 (if any)
- ☐ 1099-INT Bank #2
- ☐ 1099-DIV Bank #1 (if any)
- ☐ 1099-DIV Bank #2
- ☐ Seller-financed contract (if any)
- ☐ Sale info (if any)

- ☐ N/A

SOLD INVESTMENTS

☐ **Purchase dates & original costs (if any)**

☐ **Form 1099-B (if any)**

☐ **N/A**

PROPERTY TAX

- ☐ Home Address receipt
- ☐ Rental Property Address receipt
- ☐ 1098 Mortgage Interest docs
- ☐ N/A

QUARTERLY PAYMENTS

☐ Q1 Due - April 15 - Amount & Date Paid

☐ Q2 Due - June 15 - Amount & Date Paid

☐ Q3 Due - Sept 15 - Amount & Date Paid

☐ Q4 Due – Jan 15 - Amount & Date Paid

☐ N/A

BUSINESS INCOME & EXPENSES

1099's / INVOICES

- ☐ **Summary of Income**
- ☐ **1099-K (Merchant card accounts)**
- ☐ **Summary of Expenses by category**
- ☐ **Equipment Purchase**
- ☐ **Mileage**
- ☐ **Home office – utilities & insurance**
- ☐ **Cell Phone – percent usage for business**
- ☐ **Internet – percent usage for business**

☐ **N/A**

FARM INCOME OR
RENTAL PROPERTY
& EXPENSES

- ☐ **Summary of Income**
- ☐ **1099-K Merchant card accounts**
- ☐ **Summary of Expenses by category**
- ☐ **Equipment Purchase**
- ☐ **Mileage**
- ☐ **Home office – utilities & insurance**

- ☐ **N/A**

CHARITABLE GIVING

☐ **Goodwill**

☐ **Charities**

☐ **N/A**

UNEMPLOYMENT COMPENSATION

☐ **Form 1099-G**

☐ **N/A**

CONTRIBUTIONS TO ROTH IRA'S/IRA'S

(if any)

For records only

- ☐ **Partner #1**
- ☐ **Partner #2**

- ☐ **N/A**

CANCELED CREDIT CARD DEBT OR REPOSSESSION

- ☐ **1099-A**
- ☐ **1099-C**

- ☐ **N/A**

SOLD/BOUGHT HOME

(if any)

☐ **Closing disclosure (Refinance or purchase loan points / fees)**

☐ **N/A**

CARRY OVER INFORMATION (if any)

☐ Repayment of first-time home buyer credit

☐ Installment sale

☐ Installment sale

☐ N/A

VEHICLE REGISTRATION

Ask your CPA if you need these expenses for your State

☐ **Vehicle Registration – Partner #1**

☐ **Vehicle Registration – Partner #2**

☐ **N/A**

Below is the requested screenshot of my directory. I have these folders saved under Personal > Finances > Taxes > YEAR.

Name	Date modified	Type	Size
_Client_Notes	8/21/2024 6:36 PM	File folder	
1_Personal_ID	8/21/2024 6:36 PM	File folder	
2_Previous_Year_Return	8/21/2024 6:37 PM	File folder	
3_W2	8/21/2024 6:37 PM	File folder	
4_Dependent_Children	8/21/2024 6:37 PM	File folder	
5_Health_Insurance	8/21/2024 6:39 PM	File folder	
6_Child_Care	8/21/2024 6:38 PM	File folder	
7_School_Tuition	8/21/2024 6:38 PM	File folder	
8_College_Expenses	8/21/2024 6:38 PM	File folder	
9_School_Loans	8/21/2024 6:39 PM	File folder	
10_Interest_Income	8/21/2024 6:39 PM	File folder	
11_Property_Tax	8/21/2024 6:43 PM	File folder	
12_Sold_Investments	8/21/2024 6:40 PM	File folder	
13_Business_Income_Expenses	8/28/2024 6:24 PM	File folder	
14_Quarterly_Payments	8/21/2024 6:41 PM	File folder	
15_Farm_Income	8/21/2024 6:42 PM	File folder	
16_Charitable_Giving	8/21/2024 6:42 PM	File folder	
17_Unemployment_Compensation	8/21/2024 6:43 PM	File folder	
18_IRA_Contribution	8/21/2024 6:45 PM	File folder	
19_Canceled_Debt	8/21/2024 6:45 PM	File folder	
20_Home_Sale	8/21/2024 6:45 PM	File folder	
21_Carry_Over	8/21/2024 6:45 PM	File folder	
22_Vehicle_Registration	8/21/2024 6:46 PM	File folder	
YEAR_Tax_Docs	8/21/2024 6:46 PM	File folder	
YEAR_Tax_Return_Complete	8/21/2024 6:47 PM	File folder	

Then, I scan each section and save to a pdf and store it in the directory. (on my computer and on a backup like Carbonite or an external hard drive.

I save my receipts with a pattern:

Date_Amount_VendorDescription

21-06-20_240-00_Otter.aiBusinessSubscription
21-05-09_98-00_CreativeMarket_MikelaTypefaceFont_WebFo...
21-03-19_29-00_CreativeMarket_MikelaTypefaceFont
21-05-03_275-00_AcuitySchedulingGrowing
21-07-09_108-00_ActiveCampaign
21-06-07_119-99_CanvaPro
21-05-08_149-90_ZOOMStandarProAccount
21-12-21_111-99_Carbonite
21-12-04_150-00_WriteLikeAMOFOCopywritingCoach

Looking at the first file 21 is the year

06-20 is June 20th

_ is the spacer

240-00 is $240 and 00 cents

- is the spacer for dollars-cents

Otter.ai is the vendor

BusinessSubscription is the description of the item.

This makes it very easy to view and check off the detailed transaction list from either your own excel file (exported from your bank accounts/credit cards) or your bookkeeping software or YNAB.

AUTOMATE IT!

Now that you have a good, working structure in place, take it to the next step and automate it.

Thanks to special guest, Jesse Parker, for their automation expertise, follow the recommendations on the next pages to cut your tax prep time in half!

STEP 1

Get a plain manila folder and label it 2024.

Gather any documents that have been mailed to you that you know you will need to file your taxes.

STEP 1 ✨ Automated

On January 1st, automatically create a folder for your tax documents.

TRIGGER: 1st of the Year

ACTION: Create New Folder

STEP 2

Download my tax organizer template, customize to your unique scenario, print the doc.

Place in manila folder.

STEP 2 ✨ Automated

Once the tax folder is created, create sub-folders within it, based on the tax organizer template.

ACTION: Folder Created

ACTION: Create Subfolders

STEP 3

Sort the documents using the tax prep cover sheets for each section.

As you sort through each section of the tax organizer and use a pen to tick off the check boxes.

Get some paper clips. Clip the documents to the section.

Make a post-it note of those documents you still need.

STEP 3 ✨ Automated

At the beginning of the year, automatically create a checklist in your task manager to track what you've added and what's left.

TRIGGER: 1st of the Year

ACTION: Create Task

Tip: Link to the folder in the task description for easy access!

STEP 4

Whatever it is you still need to track down, if you can get it online, download to a folder on your computer or an external hard drive, and then print it and add to your folder.

If you need to involve someone else to get the documents, ask them to get it to you by a specific day. You can write it down on a post-it or an email so that they can gather everything you need.

STEP 4 ✨ Efficiency

- Save immediately to Google Drive/Dropbox
- Track follow-up tasks as subtasks within your tax management app.
- Future: Automatically draft/send emails for documents you know you need to ask a third-party for.

STEP 5

Log in to your payment processor - Paypal, Square, Stripe, etc. Download 1099-K.

Run an income report. Print or export to excel, or create your own spreadsheet if you don't use a payment processor.

Run your eyes over each transaction. Take a moment to reflect on the work you've done with clients this year.

Add the income report to your tax prep folder.

STEP 5 ✨ AI Magic

Upload your income report to ChatGPT for additional insight.

I've uploaded my income report.
Please analyze it and provide:

- **Trends:** Seasonal highs/lows or growth patterns.
- **Top Clients/Offers:** Biggest sources of income.
- **Opportunities:** Suggestions to grow or optimize revenue.
- **Observations:** Any interesting patterns or insights."

STEP 6

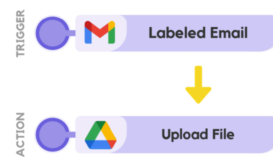
If you've got a good bookkeeping system, all you'll need to do is run a report & gather receipts to match

If you don't have a good system set up:

- export all of your account transactions that you have used throughout the year to an excel file. If you don't yet have a clear separation between your business and personal finance, you'll need to check all of your checking, pay pal, and credit card accounts.
- Highlight the business expenses.
- Copy/paste into a new spreadsheet that will then be categorized for your tax purposes.
- Gather receipts to match.

STEP 6 ✨ Automated

Label receipts in your inbox to automatically upload them to Google Drive.



STEP 7

Your tax prep is done and you can scan all the documents and get them to your tax professional.

Keep a digital copy for you and upload via a secure link to your tax pro, drop off in person, or mail the packet.

Talk to them about their preferred hand-off process.

Tax prep is just the start. With the right systems, you can streamline your entire business.

- Cut your overall admin time in half so you can spend more time serving your clients.
- Bonus: Get the "200 Simple Tasks to Automate" Guide
- Join my Facebook Group: "Automation Mastery for Life Coaches"

Make Tax Season Less Taxing in one call with Rachelle

- Customize your printable tax organizer
- Breeze through your check list
- Gather your income and expenses – whether you had good record keeping practices all year or not
- Book a 1:1 with Rachelle to knock out your tax prep.

rachelle@rachellesiebke.com

Rachelle Siebke, Money Coach and Jesse Parker are not certified tax professionals.

This tax organizer is meant for organizational purposes only and should not be used in place of a qualified tax professional.

If you need financial advice or tax advice, you should hire a financial professional or tax professional. It is ultimately your responsibility to select who you work with and the risks associated will under no circumstances fall back to Rachelle Siebke, Money Coach or Jesse Parker of Life Coach Operations.