Mennenga TAX & FINANCIAL
814 Atlas Avenue
Madison WI 53714
608.241.5678

Now a Part of Merit Tax Advisors

# 2025 Tax Organizer

**REVIEW, COMPLETE & SUBMIT this organizer with your documents prior to your appointment. Leave any section blank that does not apply.**
***NEW CLIENTS—provide your LAST TWO tax returns.***

## CLIENT INFORMATION

**Returning clients: Only fill in name and any changes for 2025. ALL clients: provide a copy of driver license.**

| | |
|---|---|
| Name (First, Middle, Last): | If Married—Spouse Name: |
| SSN: Birthdate: | SSN: Birthdate: |
| Email: | Email: |
| Best Phone: Occupation: | Best Phone: Occupation: |
| Home Address: | County: School District: |
| City: State: ZIP: | Part year resident of WI? ☐ Yes ☐ No *If yes, contact your advisor.* |
| Driver Lic: ISS: EXP: | Driver Lic: ISS: EXP: |

## DEPENDENT INFORMATION

**Returning clients: Only complete if changes in 2025**

| | | |
|---|---|---|
| Name: | Name: | Name: |
| SSN (*if new, provide card*): | SSN (*if new, provide card*): | SSN (*if new, provide card*): |
| Birthdate: | Birthdate: | Birthdate: |
| Lived with you over half the year? ☐ Yes ☐ No | Lived with you over half the year? ☐ Yes ☐ No | Lived with you over half the year? ☐ Yes ☐ No |
| Income from work? ☐ Yes ☐ No *provide W2* | Income from work? ☐ Yes ☐ No *provide W2* | Income from work? ☐ Yes ☐ No *provide W2* |
| Investment income? ☐ Yes ☐ No *provide 1099* | Investment income? ☐ Yes ☐ No *provide 1099* | Investment income? ☐ Yes ☐ No *provide 1099* |
| Daycare expenses? ☐ Yes ☐ No *Cost & Provider information - **FILL IN BELOW*** | Daycare expenses? ☐ Yes ☐ No *Cost & Provider information - **FILL IN BELOW*** | Daycare expenses? ☐ Yes ☐ No *Cost & Provider information - **FILL IN BELOW*** |
| College/K-12 Private School? ☐ Yes ☐ No *Enter Expenses & School information on page 4* | College/K-12 Private School? ☐ Yes ☐ No *Enter Expenses & School information on page 4* | College/K-12 Private School? ☐ Yes ☐ No *Enter Expenses & School information on page 4* |

| DAYCARE PROVIDER 1 | DAYCARE PROVIDER 2 |
|---|---|
| SSN or EIN (required): | SSN or EIN (required): |
| Name: | Name: |
| Address: | Address: |
| Total amount paid? | Total amount paid? |
| Which child? | Which child? |

If this is the **first** year you paid someone to care for your children IN YOUR HOME: **Contact your tax advisor immediately.**

## CHECKLIST: Documents you MAY receive for your 2025 return

**INCLUDE these documents with this Organizer**

- ☐ **W-2s**: Wages & Salaries from **ALL** employers
- ☐ **Year-end & Current Year Paystubs** from **ALL** employers
- ☐ **1099-R**: Pension, IRAs & Annuities (plus current statements)
- ☐ **SSA-1099/ RRB**: Social Security & Railroad Retirement
- ☐ **1099-G**: Unemployment Compensation
- ☐ **1098:** Mortgage interest statements
- ☐ **Property tax bill** for taxes ***paid*** in 2025
- ☐ **Rent Certificate** from your landlord (*If income is under $24,680*)
- ☐ **HSA**: Health Savings Account statement and form 1099-SA
- ☐ **Private school tuition statement** (*K-12 students only* )
- ☐ **EdVest / Tomorrow's Scholar**: year-end statement
- ☐ **1099-K:** Sales through merchant accounts
- ☐ **1099-S:** Real Estate Transactions
- ☐ **Composite 1099:** Statement from brokerage accounts
- ☐ **1099-B:** Statement of securities sales
- ☐ **1099-INT:** Interest received from **ALL** accounts
- ☐ **1099-DIV:** Dividends received from **ALL** accounts
- ☐ **Year-end** Annuity, investment & mutual fund statements
- ☐ **1099-MISC or 1099-NEC**: Miscellaneous income sources
- ☐ **K-1**: Partnerships, Trusts, Estates & S-Corporations
- ☐ **1098-T**: Tuition statements provided by institution
- ☐ **College expenses:** Bursar's account statement and receipts
- ☐ **1098-C**: Issued from a charity for donation of a car, boat, etc.
- ☐ **1095-A**: Form for the Affordable Care Act (*health insurance*)
- ☐ **1098-E**: Student Loan Interest
- ☐ **1099-Q:** Withdrawals from Education Accounts

Check
"Y" or "N"

# ☐ During 2025, did you or your spouse...

| Y | N | |
|---|---|---|
| Y | N | Purchase health insurance through the ACA Health Insurance Marketplace? *If yes, provide Form 1095-A.* |
| Y | N | Contribute to or take a distribution from an HSA account? *If yes, provide HSA statement and Form 1099-SA*. |
| Y | N | Change your bank account information? *If yes, provide a voided check for direct deposit or direct debit of refund or balance due.* |
| Y | N | Want $3 to go to the Presidential Election Campaign Fund? (*NOTE: this will not change the amount of your tax due or refund.*) |
| Y | N | Experience any deaths, adoptions, marriages or divorces [*provide the Final Decree*] in your **immediate** family? |
| Y | N | Support anyone else **other than the dependents already listed**? |
| Y | N | At any time, have a financial interest in, or signature or other authority over, any foreign financial account or foreign trust? |
| Y | N | Receive or pay alimony (maintenance)? *$* *If **YOU** paid it, provide the recipient's SSN:* *Divorce Date:* |
| Y | N | Receive unemployment compensation? *If yes, download 1099-G from DWD online. (These are no longer mailed*.) |
| Y | N | Drive for Uber, Lyft, Grubhub, Uber Eats, etc.? *If yes, complete the* **Business Organizer.** |
| Y | N | Sell anything for a profit over the internet? (e*xamples: eBay, Amazon, Etsy*) You may receive a Form 1099-K— *please provide form*. |
| Y | N | Buy or sell any real estate? *If yes, provide all purchase and sale statements, including sale of personal residence*. |
| Y | N | Rent your home via AirBNB, VRBO, etc.? *If yes, ask your tax advisor to send you a **Short-Term*** **Rental Organizer***.* |
| Y | N | Receive, buy, sell, trade, or gift any virtual currency or digital assets? *(examples: Bitcoin, Ethereum, V-Bucks, NFT, etc.)* |
| Y | N | Buy, sell, or were granted stock options or ESPP? (Employee Stock Purchase Plan) *If yes, provide all paperwork (Form 3921, Sec 83(b))* |
| Y | N | Receive any non-taxable or spousal military benefits or retire from a career as a Public Safety Officer? |
| Y | N | Have any debt forgiven or cancelled? (*examples: short sales, foreclosures, bankruptcies, credit card forgiveness, student loans*) |
| Y | N | Work as a K-12 teacher **AND** buy any classroom supplies? *If yes, list amount*: $ |
| Y | N | Pay any student loan interest? *If yes, provide the Form 1098-E from your lender.* |
| Y | N | Pay expenses for post high school education classes or private school tuition? *If yes, enter details on page 4.* |
| Y | N | Rollover or transfer any IRAs or retirement accounts? *(examples: 401k, 403b, SIMPLE) If yes, provide Form 1099-R.* |
| Y | N | Convert assets to a Roth IRA/employer-sponsored retirement plan? *If yes, provide Form 1099-R.* |
| Y | N | Make a charitable donation directly from an IRA? *(Qualified Charitable Distribution) If yes, see page 3.* |
| Y | N | Make any qualifying energy saving improvements to your home? (Windows, doors, HVAC, insulation, solar, etc.) *If yes, provide receipt.* |
| Y | N | Employ anyone to work in your home? (examples: nanny, caregiver) *If yes,* **CONTACT YOUR TAX ADVISOR IMMEDIATELY.** |
| Y | N | Have an outstanding promissory note/loan/signed contract **AND** you have exhausted **ALL** efforts to collect? (*example: Sued in court*) |
| Y | N | Pay any interest (apart from mortgage interest) to buy or hold an investment in securities, land or real estate? |
| Y | N | Pay for long-term care insurance? *If yes, provide the amounts on page 3 under Medical Insurance & Expenses.* |
| Y | N | Receive a notice or pay additional Federal or State taxes as a result of an incorrect or late filing? *If yes, provide the notice.* |
| Y | N | Contribute money to a WI EdVest, Tomorrow's Scholar, or ABLE account? *If yes, provide the year-end statement for the account.* |
| Y | N | Purchase anything from outside WI and paid no sales tax *(internet purchases)*? *If yes, total amount of the purchases:* $ |
| Y | N | Give any one person over $19,000 as a gift? Transfer any investment holdings or property ownership to another person? |
| Y | N | Create a trust? Already have a trust? *If yes, provide a copy of trust documents to your advisor (if you haven't yet.)* |
| Y | N | Receive tip or overtime pay? |
| Y | N | Purchase a new vehicle? |

SIGN HERE ______________________ **Date:** ______________

## MISCELLANEOUS INCOME

| | | | | | |
|---|---|---|---|---|---|
| Alimony received: | $ | Inheritance & gifts: | $ | State income tax refunds: | $ |
| Gambling winnings: | $ | Personal Rep. & Trustee fees: | $ | Disability & sick pay: | $ |
| Prizes & awards: | $ | Scholarships: | $ | Side work: | $ |
| Tips received: | $ | Fellowships & grants: | $ | Other: | $ |
| Jury duty: | $ | Royalties (*mineral & oil rights, co-op, books*): | $ | Other: | $ |

***Itemized Deductions May Still be Deductible for State!***

## MEDICAL INSURANCE & EXPENSES

**Out-of-pocket expenses ONLY.** **NO FLEX payments. NO pre-tax payroll deductions.**

| **Insurance premiums** | **Taxpayer** | **Spouse** |
|---|---|---|
| Primary medical insurance: | $ | $ |
| Medicare — Part B: | $ | $ |
| Medicare — Part D (*Drug Coverage*): | $ | $ |
| Supplementary medical insurance: | $ | $ |
| Vision insurance: | $ | $ |
| Dental insurance: | $ | $ |
| Long-term care insurance: | $ | $ |
| Other: (LTC Reimbursements) | $ | $ |

| **Out-of-pocket expenses** | **Household total** |
|---|---|
| Prescriptions: | $ |
| Hospital visits: | $ |
| Office visits — Medical: | $ |
| Dental: | $ |
| Nursing home or in-home care: | $ |
| Psychological counseling: | $ |
| Glasses, hearing aids & batteries: | $ |
| Medical supply & equipment rental: | $ |
| Miles driven for medical reasons: | miles |
| Ambulance: | $ |
| Parking, taxi, Uber, Lyft (*for medical purposes*): | $ |
| Other: | $ |

## INTEREST PAID IN 2025

- ☐ Mortgage Interest— Main home
- ☐ Mortgage Interest— Other
- ☐ Home Equity Interest

Reason for equity loan:

**Provide Form(s) 1098**

## TAXES PAID IN 2025

**Estimated taxes paid — enter on page 4**

| | |
|---|---|
| Property taxes — Main home: | $ |
| Property taxes — 2nd Home, Cabin, etc.: | $ |
| State income taxes — balance paid from prior years: | $ |
| Sales taxes paid on large purchases (*example: cars*): | $ |

## CHARITABLE DONATIONS

**Keep ALL receipts, canceled checks, and lists of donated items**

**Cash, Checks & Credit Cards** Total $

### Non-Cash Items Donated (Used items, clothes, household goods, automobiles, etc.)

| Date | Charity name | Items Donated | *Total Value |
|---|---|---|---|
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |

***You must provide the value for all donations.** Donations over $500 (*example:* car or boat) require special documentation. The charity must provide you with a Form 1098-C. Donations of stocks or bonds require documentation. Your broker must provide you with the confirmation documents.

### Qualified Charitable Distribution (QCD)

(Distribution from IRA directly to charity)

**Provide the following items:**

Total Donations from IRA(s): $

- ☐ Distribution Paperwork from Time of Gift
- ☐ Letter of Receipt from Charity

### Other Qualifying Charitable Deductions

| Type | Amount | Organization |
|---|---|---|
| Special license plates: | $ | |
| Charity travel expenses: | $ | |
| Charity miles driven: | miles | |

## EDUCATION EXPENSES

***COLLEGE: Provide Form 1098-T and expenses** **K-12: Provide private school tuition statement**

| | | | |
|---|---|---|---|
| Student Name/Grade | | Student Name/Grade | |
| Institution Name | | Institution Name | |
| Tuition paid* | $ | Tuition paid* | $ |
| Room & board | $ | Room & board | $ |
| Books & supplies | $ | Books & supplies | $ |
| Grants & scholarships | $ | Grants & scholarships | $ |

**For college tuition & fees paid, the institution must provide a **Form 1098-T**. (**See student's online account.)***

## RENT PAID in 2025 — Personal residence only

| MONTHLY AMOUNT | DATES OCCUPIED | HEAT INCLUDED? |
|---|---|---|
| $ | to | ☐ Yes ☐ No |
| $ | to | ☐ Yes ☐ No |

## 2025 ESTIMATED INCOME TAX PAYMENTS

| DUE DATE | DATE PAID | FEDERAL | STATE |
|---|---|---|---|
| Apr. 15, 2025 | | $ | $ |
| Jun. 16, 2025 | | $ | $ |
| Sep. 15, 2025 | | $ | $ |
| Jan. 15, 2026 | | $ | $ |

*WI Estimated Tax Payment Lookup*:
https://tap.revenue.wi.gov/mta/_/

## 2025 RETIREMENT CONTRIBUTIONS (made outside of a W-2 job)

**Provide year-end statements and Form 5498**

| Plan Type | Taxpayer | Spouse |
|---|---|---|
| Traditional IRA | $ | $ |
| Roth IRA | $ | $ |
| SEP (*Simplified Employee Pension*) | $ | $ |
| SIMPLE (*Savings Incentive Match Plan for Employees*) | $ | $ |

## FINANCIAL STRATEGY AND PLANNING — *Do you have questions regarding:*

- ☐ When to draw Social Security
- ☐ When you can retire
- ☐ How long your money will last in retirement
- ☐ What to do with your prior employer's retirement account
- ☐ How and where to save for retirement
- ☐ How you will draw income in retirement
- ☐ Whether your allocation is appropriate for your age and risk tolerance
- ☐ If you are taking too much or not enough risk in your portfolio
- ☐ How your taxes and investments work together
- ☐ What retirement plans are available for businesses
- ☐ Whether you need an LLC
- ☐ Other, *write in below*

We invite you in for a free strategy session after tax season. Let our financial advisors answer your questions. Whether you have a financial advisor here or want a second opinion, we are ready to help solve your financial puzzle.

***OTHER QUESTIONS FOR YOUR ADVISOR*:**

**Need more room for your questions? Feel free to include additional sheets.**

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Tax advice offered through Merit Tax Advisors DBA (Doing Business As) Mennenga Tax and Financial.
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