2016 ENGAGEMENT LETTER

This Engagement letter must be signed and returned with your organizer before we can begin work on your 2016 income tax returns

This Engagement Letter agreement is to confirm and specify the terms of our engagement with you, ensure an understanding of our mutual responsibilities and to clarify the nature and extent of the services we will provide. The **attached Engagement Terms and Conditions** – **Tax Services January 1, 2017** – also forms a part of our agreement. By providing us information for the preparation of your tax returns, you and all parties for whom tax returns are prepared will also be agreeing to the terms of this agreement.

INCOME TAX PREPARATION SERVICES: We will prepare for you the 2016 Federal and requested state income tax returns from information you will furnish us.

YOUR PROVIDED INFORMATION: You are responsible for and agree that all of the information submitted to us for the purpose of tax return preparation is true, correct and complete to the best of your knowledge and belief and that you have the necessary written support for that information. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information you provide.

You have read the paragraph 'Foreign Interest/Asset' in the attached Engagement Terms and Conditions regarding reporting requirements of foreign financial interest/assets and will submit to us the necessary information to prepare the required disclosures.

FEES: Our fees for these services will be at our standard hourly rates, which range from \$65 - \$220, for the time spent plus out-of-pocket expenses. Our billings for the services set forth herein will be submitted to you for payment on the completion of the tax returns, unless other arrangements have been made. Invoices which are not paid within 30 days are subject to a rebilling charge of the greater of \$10.00 or 1.5% of the balance due. In the event collection efforts are pursued to collect any such past due amounts, including interest, you shall be responsible for all costs of such collection efforts, including attorney fees.

If you agree to the terms set forth above and in the attached Engagement Terms and Conditions, please sign below as indicated and return this agreement to our office.

We appreciate your trust and confidence in our professional services and thank you for the opportunity to work with you. If we can answer any questions regarding this engagement, please do not hesitate to contact us.

Sincerely,

SCHMIDT + ASSOCIATES, PC

I have	reviewed	this	letter	and	the	attached	Engagement	Terms	and	Conditions,	accept	the	terms	stated	therein,	and
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ACCEPTED BY:	
Please print your name	E-mail address where you wish to receive tax related correspondence
Signature	

ENGAGEMENT TERMS AND CONDITIONS TAX SERVICES JANUARY 1, 2017

We will prepare your 2016 Federal and requested state income tax returns from information you will furnish us. We will make no audit or other verification of the data you submit, although we may need to ask you for clarification of some of the information.

The filing deadline for 2016 tax returns is April 18, 2017 Organizers received after March 20, 2017, will most likely have to go on extension.

Your income tax organizer is designed to help you gather the information we need to prepare your 2016 income tax returns. Please fill it out as completely as possible, and then call us for an appointment or mail it in the enclosed addressed envelope so that we can begin work on your returns as soon as possible.

Electronic filing is required for 2016 tax returns: Once we have completed preparation of your returns, we will e-mail you the necessary federal and state e-file authorization forms to e-file the returns. Upon return receipt of your signed e-file authorization forms we will start the process of e-filing your returns. Once your returns have been accepted by the taxing authorities, we will e-mail you confirmation of successful filing and a copy of your tax returns in PDF format. You can print your tax returns from this PDF file. It is therefore very important that we have your correct e-mail address. We will return your original documents via regular mail, but we will not mail you a paper copy of the tax returns unless specifically requested by you.

<u>Foreign interest/assets:</u> If you and/or your entity have a financial interest or signature authority in any foreign account or foreign asset you are responsible for reporting such a relationship, providing our firm with all the information necessary to prepare the required disclosures. Additionally, we will require the completion of a detailed questionnaire regarding such assets. If you think this reporting requirement applies to you, please contact our office to have the questionnaire forwarded to you and let us know if you need assistance completing this complex questionnaire. If you do not provide our firm with the information regarding such an interest we will not be able to prepare the required disclosures. Failure to provide the proper disclosures can result in steep fines from the IRS.

The tax laws have changed recently with respect to record keeping requirements. As part of new tax preparer rules, we are required to make sure that you understand the record keeping requirements. We do not scan for our files every item of information that you supply to us. You acknowledge your responsibility to retain this information, copies of your tax returns, workpapers and tax records indefinitely.

supported by a cancelled check or credit card documentation and show the date of the contribution and the amount of the contribution. Without these records, you are allowed no deduction at all, regardless of amount. If the contribution is for \$250 or more, you will also need a written receipt from the charity as required under current law, including a statement indicating whether or not goods or services were received in return for the contribution.

<u>For meals</u>, entertainment and <u>business expenses</u>: You are required to maintain records showing the name of the client or business associate entertained and the business purpose of the entertainment. You are confirming to us that your business use of mixed-use property, such as computers and vehicles is substantiated by a log of such use as to preclude the deduction of any personal expenses that may be related to such property. In addition to the normal business receipt or credit card statement showing the amount of the expense, it is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns.

You are responsible for keeping these records and by signing the engagement letter, acknowledge that you understand these requirements.

If it looks like you will receive some information late, please come in or mail your information as most of it is accumulated. This will help us to avoid the last minute rush before April 18, and will allow us to provide you with better service.

Engagement Terms and Conditions Tax Services January 1, 2017 (continued)

Additionally, we would like to confirm our understanding of the terms and objectives of our engagement and to clarify the nature and limitations of our services:

You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them. Our work in connection with the preparation of your income tax returns does not include any procedures designed to disclose defalcations or other irregularities, should any exist. We will provide such accounting and bookkeeping assistance as we find necessary for the preparation of the income tax returns. We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authority's interpretations of the law and what seem to be other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. Your returns may subject to review by the taxing authorities and requests may be made for underlying data. We recommend that you preserve all records which you may be called upon to produce in the event of an examination. Any items which may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will provide additional invoices for the time and expense involved.

You may ask us to provide input with respect to the tax aspects of certain transactions. Our conclusions will be based upon our understanding of the tax laws that exist at the time we reach our conclusions. You have not retained us to monitor subsequent developments in the tax law on your behalf and so there will be a risk that our analysis and conclusions will someday be out of date, without your knowing that to be the case.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent, and you consent to our use of these electronic means during this engagement.

If the foregoing fairly sets forth your understanding, please sign the engagement letter where indicated and return it to our office. We appreciate this opportunity to work with you.

Sincerely,

SCHMIDT + ASSOCIATES, PC



Dear Client:

The enclosed 2016 Tax Organizer will assist you in collecting and reporting information necessary for us to properly prepare your 2016 income tax return. Using this organizer will contribute to the efficient preparation of your returns. Please complete the organizer sections as appropriate and provide supporting documentation where necessary. Prior year data is included on the organizer sections for your reference.

- The enclosed Engagement Letter must be signed and returned with your organizer before we can begin work on your 2016 tax returns.
- Be sure to complete the Health Coverage questionnaire page. Reporting of health care coverage is now mandatory.
- If you directly or indirectly own any foreign financial accounts/assets, we will require the completion of an additional questionnaire which you may obtain by calling our office.

Thank you for your help in the completion of the Tax Organizer. Please contact us if you need further assistance.

Sincerely,

SCHMIDT + ASSOCIATES, P.C.

303.741.5600

ORGANIZER				Page	6
2016	1040	US	Client Information	1	

Schmidt & Associates, P.C.

7100 East Belleview Ave., #307 Greenwood Village, CO 80111

Telephone number: (303) 741-5600 Fax number: (303) 741-3320

E-mail address: hschmidt@schmidtcpa.com **Tax Return Appointment**

Date: Time: Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2016 tax return. Please add, change, or delete information as appropriate.

CLIENT INFORMATION

	I
Filing	Filing status (table)
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	Year spouse died, if qualifying widow(er) (2014 or 2015)
	First name and initial
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	Date of death (m/d/y)
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	First name and initial
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	Title/suffix
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Address	Apartment number
	City
	State
	ZIP code
Foreign	Region
Address	Postal code
	Country

Filing Status

- 1 = Single
- 2 = Married filing joint 3 = Married filing separate 4 = Head of household
- 5 = Qualifying widow(er)

2016	1040	US	Client Information (continued)	1 p2
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2016 1040 US Dependents

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Please add, change or delete information for 2016.

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Page 9 ORGANIZER **Miscellaneous Questions** 2016 1040 US If any of the following items pertain to you or your spouse for 2016, please check the appropriate box and provide additional information if necessary. PERSONAL INFORMATION YES NO Did your marital status change during the year? Did your address change during the year? Could you be claimed as a dependent on another person's tax return for 2016? DEPENDENTS Were there any changes in dependents? Were any of your unmarried children who might be claimed as dependents 19 years of age or older (or 24 years or older if student) at the end of 2016? Did you have any children under age 19 or full-time students under age 24 at the end of 2016, with interest and dividend income in excess of \$1,050, or total investment income in excess of \$2,100? **HEALTH CARE COVERAGE** Did you and your dependents have health care coverage for the full-year? Did you receive any of the following IRS documents? Form 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or Form 1095-C (Employer Provided Health Insurance Offer and Coverage) If so, please attach. If you or your dependents did not have health care coverage during the year, do you fall into one of the following exemptions categories: Indian tribe membership, health care sharing ministry membership, religious sect membership, incarceration, general hardship or unable to renew existing coverage? If you received an exemption certificate, please INCOME Did you receive unreported tip income of \$20 or more in any month? Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents? Did you receive any disability income? Did you have any foreign income or pay any foreign taxes? PURCHASES, SALES AND DEBT Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC? Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use? Did you buy or sell any stocks, bonds or other investment property in 2016? Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources? Did you have any debts cancelled or forgiven? Does anyone owe you money which has become uncollectible?

ORGANIZER Page 10 **Miscellaneous Questions (continued)** 2016 1040 US If any of the following items pertain to you or your spouse for 2016, please check the appropriate box and provide additional information if necessary. RETIREMENT PLANS YES NO Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Did you transfer or rollover any amount from one retirement plan to another retirement plan? **EDUCATION** Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocátional school? ITEMIZED DEDUCTIONS Did you incur a loss because of damaged or stolen property? Did you work out of town for part of the year? Did you use your car on the job (other than to and from work)? **ESTIMATED TAXES** Did you apply an overpayment of 2015 taxes to your 2016 estimated tax (instead of being refunded)? If you have an overpayment of 2016 taxes, do you want the excess applied to your 2017 estimated tax (instead of being Do you expect your 2017 taxable income and withholdings to be different from 2016? MISCELLANEOUS Do you want to allocate \$3 to the Presidential Election Campaign Fund? Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund? May the IRS discuss your tax return with your preparer? Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?

ORGANIZER Page 11 **Miscellaneous Questions (continued)** US 2016 1040 If any of the following items pertain to you or your spouse for 2016, please check the appropriate box and provide additional information if necessary. **MISCELLANEOUS** (continued) YES NO Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust? Was your home rented out or used for business? Did you have a medical savings account (MSA), a Medicare Advantage MSA, or acquire an interest in an MSA or a Medicare Advantage MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? Did you receive a distribution from an Achieving a Better Life Experience (ABLE) savings account? Did you incur moving expenses due to a change of employment? Did you engage the services of any household employees? Were you notified or audited by either the Internal Revenue Service or the State taxing agency? Did you or your spouse make any gifts to an individual that total more than \$14,000, or any gifts to a trust? Did your bank account information change within the last twelve months?

ORGANIZER Page 12 **Miscellaneous Questions** 2016 1040 US If any of the following items pertain to you or your spouse for 2016, please check the appropriate box and provide additional information if necessary. Did your marital status change during the year? Did your address change during the year? Could you be claimed as a dependent on another person's tax return? Were there any changes in dependents? Did you and your dependents have health care coverage for the full-year? Did you receive any of the following IRS documents? Form 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or Form 1095-C (Employer Provided Health Insurance Offer and Coverage) If so, please attach. If you or your dependents did not have health care coverage during the year, do you fall into one of the following exemptions categories: Indian tribe membership, health care sharing ministry membership, religious sect membership, incarceration, general hardship or unable to renew existing coverage? If you received an exemption certificate, please Did you receive unreported tip income of \$20 or more in any month? Did you receive any disability income? Did you buy or sell any stocks, bonds or other investment property? Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources? Did you receive a distribution from or make a contribution to a retirement plan (401(k), IRA, etc.)? Did you transfer or rollover any amount from one retirement plan to another? Did you convert part or all of your traditional/SEP/SIMPLE IRA to a Roth IRA? Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? Did you incur a loss because of damaged or stolen property? Did you use your car on the job (other than to and from work)? May the IRS discuss your tax return with your preparer? Was your home rented out or used for business? Were you notified or audited by either the IRS or the State taxing agency?

ORGANIZER Page 13 **Direct Deposit & Estimates (Form 1040 ES)** US 2016 1040 3, 6 Please enter all pertinent 2016 information. **DIRECT DEPOSIT / ELECTRONIC PAYMENT (3)** 1=direct deposit of federal tax refund into bank account 1=electronic payment of balance due..... 1=electronic payment of estimated tax..... **BANK INFORMATION** Percent to Type of Type of **Deposit** Account Invest. Name of Bank **Routing Number Account Number** (Table 1) (Table 2) (xx.xx)2016 ESTIMATED TAX / 1040-ES (6) 2016 **Federal Amount Paid Date Paid** Voucher Amount TS Overpayment applied from 2015..... 1st quarter payment..... 3rd quarter payment..... 4th quarter payment..... Additional Estimated Tax Payments Paid with extension..... Former spouse SSN if joint estimates..... 2016 **State Amount Paid Date Paid Voucher Amount** Overpayment applied from 2015..... 1st quarter payment..... 3rd quarter payment..... 4th quarter payment..... Additional Estimated Tax Payments Paid with extension..... 2 1 Type of Account Type of Investment 1 = Checking or savings (default) 2 = Taxpayer's IRA (next year limits) 3 = Spouse's IRA (next year limits) 4 = Health savings account (HSA) 5 = Archer MSA 6 = Coverdell savings account (ESA) 7 = Other 8 = Taxpayer's IRA (current year limits) 9 = Spouse's IRA (current year limits) 1 = Savings 2 = Checking

3. 6

<u>Page</u> 14 **ORGANIZER** Direct Deposit & Estimates (Form 1040 ES) (cont.) US 2016 1040 7.1 Please enter all pertinent 2016 information. **APPLICATION OF 2016 OVERPAYMENT (7.1)** If you have an overpayment of 2016 taxes, do you want the excess refunded?. or applied to 2017 estimate?... Other (please explain): 2017 ESTIMATED TAX INFORMATION Do you expect your 2017 taxable income to be different from 2016? Yes If "yes" explain any differences in income, deductions, dependents, etc.: Do you expect your 2017 withholding to be different from 2016? Yes If "yes" explain any differences:

7.1

Wages, Pensions, Gambling Winnings 2016 US 1040

10, 13.1, 13.2

Please enter all pertinent 2016 amounts & attach all W-2, W-2G and 1099-R forms. Last year's amounts are provided for your reference.

WAGES, SALARIES, TIPS (10)

		1=retirement plan (Box 13)		Wages, Tips.							
No.	Name of Employer (Box c)	1=spous		Wages, Tips, Other Compensation (Box 1)	Federal (Box 2)	Social Security (Box 4)	Medicare (Box 6)	State (Box 17)	Local (Box 19)	2015 Wages	

PENSIONS, IRA DISTRIBUTIONS (13.1)

		Distribution code #2					Tax W	ithheld			
No.	Name of Payer	Distribution code #1 1=IRA/SEP/SIMPLE 1=spouse		Gross Distribution (Box 1)	Taxable Amount (Box 2a)	Federal (Box 4)	State (Box 12)	Value of all IRAs at 12/31/16	2015 Distribution		

GAMBLING WINNINGS (W-2G) (13.2)

No.	Name of Payer	1=spouse	Gross Winnings (Box 1)	Federal (Box 4)	State (Box 15)	Local (Box 17)	2015 Winnings	

GAMBLING LOSSES & WINNINGS (NON W-2G) (13.2)

(13.2)	2016 Amount	TS	2015 Amount
Total gambling losses			
Winnings not reported on Form W-2G			

10, 13.1, 13.2

2016	1040	US	Interest & Dividend Income	11	12
2010	1 U4U	l US	interest & Dividend income		. 12

Please enter all pertinent 2016 amounts & attach all 1099-INT, 1099-OID and 1099-DIV forms. Last year's amounts are provided for your reference.

INTEREST INCOME (11)

				Interest Income	!	Tax-Exem	pt Interest	Farly	
No.	Name of Payer (also enter SSN & address for seller-financed mortgage)	1=taxpayer 2=spouse	Banks, S&Ls, C/Us, etc. (Box 1)	Seller- Financed Mtg. (Box 1)	U.S. Bonds, T-Bills (Box 3)	Total Municipal Bonds	In-state Municipal Bonds	Early Withdrawal Penalty (Box 2)	2015 Interest

DIVIDEND INCOME (12)

				Dividend	Income		Tax-Exem	pt Interest		
No.	Name of Payer	1=tp 2=sp	Total Ordinary Dividends (Box 1a)	Qualified Dividends (Box 1b)	Total Capital Gain Distrib. (Box 2a)	U.S. Bonds (% or amt.)	Total Municipal Bonds	In-state Muni-bonds (% or amt.)	Foreign Tax Paid (Box 6)	2015 Dividends
I										

2016 1040 US Miscellaneous Income 14.1

Please enter all pertinent 2016 amounts and attach all 1099-MISC, SSA-1099, and RRB-1099 forms. Last year's amounts are provided for your reference.

Social security benefits (SSA-1099, box 5) Medicare premiums paid (SSA-1099)	Spouse	Taxpayer	Spouse
Social security benefits (SSA-1099, box 5) Medicare premiums paid (SSA-1099)			
1=treat Medicare premiums paid as SE health ins			
Tier 1 RR retirement benefits (RRB-1099, box 5)			
1=lump-sum election for SS benefits			
Alimony received			
Taxable scholarships and fellowships			
Jury duty pay			
Household employee income not on W-2			
Excess minister's allowance			
Alaska permanent fund dividends			
Income from rental of personal property			
Income subject to S/E tax:			
Other income (1099-MISC, box 3, 8)			
TAX WITHHELD (not entered elsewhere)			
Federal income tax withheld			
State income tax withheld			
Local income tax withheld			

 ORGANIZER
 Page 18

				_ 0 0
2016	1040	US	State & Local Tax Refunds / Unemployment Compensation	14.2

Please add, change or delete 2016 information as appropriate. Be sure to attach all 1099-G forms.

STATE AND LOCAL TAX REFUNDS / UNEMPLOYMENT COMPENSATION (Form 1099-G)

		2016 1099-G Amount
	Name of payer	
	1=spouse	
	Unemployment compensation:	
	Total received (Box 1)	
	2016 Overpayment repaid	
	State and local refunds:	
	State and local income tax refund, credit or offsets (Box 2)	
	1=city or local income tax refund	
	Tax year for box 2 if not 2015 (Box 3)	
	Federal income tax withheld (Box 4)	
No.	RTAA payments (Box 5)	
	Taxable grants:	
	Federal taxable amount (Box 6)	
	State taxable amount, if different	
	Farm amounts:	
	Agriculture payments (Box 7)	
	1=agriculture payments are from conservation reserve program	
	Market gain (Box 9)	
	Number of farm	
	1=box 2 is trade or business income (Box 8)	
	State income tax withheld (Box 11)	
	,	
	Name of payer	
	1=spouse	
	Unemployment compensation:	
	Unemployment compensation: Total received (Box 1)	
	Total received (Box 1)	
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	Total received (Box 1)	
	Total received (Box 1)	
	Total received (Box 1)	
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16	1040	US	Business Income (Sche	dule C)	No.	16
	Please e	nter all pe	rtinent 2016 amounts. Last year's a	amounts are provided for	your reference.	
GEN	IERAL IN	FORMA	TION			
Busine	ess name, if o	different from	Form 1040			
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-	-					
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Accour	nting method	: 1=cash, 2=	accrual			
Invent	ory method:	1=cost, 2=lov	ver cost/market, 3=other			
1=char	nge of invent	ory method				
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			ousiness			
			r will you file all required Form(s) 1099: 1=yes, 2=no		_	
			t tax			
			erial income producing factor			
			company			
1=trad	ler in financia	l instruments	or commodities			
INC	OME			2016 Amount	2015 Amou	nt
Gross	receipts or sa	ales (Form 10	99-MISC, box 7)			
Return	is and allowa	nces				
Other	income:				1	
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Invento	ory at end of	the year				

2016 1040 US Business Income (Schedule C) (cont.) No. 16 p2

Please enter all pertinent 2016 amounts. Last year's amounts are provided for your reference.

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16 p2

2016 | 1040 | US | Capital Gains & Losses (Schedule D)

17

If you sold any stocks, bonds, or other investment property in 2016, please list the pertinent information for each sale below or provide a spreadsheet file with this information.

Be sure to attach all 1099-B forms and brokerage statements.

	Description of Property (Box 1a)	Date Acquired (Box 1b)	Date Sold (Box 1c)	Sales Price (gross or net) (Box 1d)	Cost or Basis (Box 1e)	Blank=basis rep. to IRS, 1=nonrec. security (Box 3, 5)	Expenses of Sale (if gross sales price entered)	Federal Income Tax Withheld (Box 4)

16	1040	US	Rental & Royalty Incom	e (Schedule E)	No.	18
	Please e	nter all pe	tinent 2016 amounts. Last year's a	mounts are provided fo	or your reference	
GEN	IERAL IN	FORMAT	TON	2016 Amount	2015 Amo	ount
Descri	ption of prope	erty			Type of Pro	nerty
Street	address				1 = Single Family F	-
City					2 = Multi-Family R	esidence
					3 = Vacation/Short 4 = Commercial	-Term Renta
	ode				5 = Land	
٠,	of property (se	,			6 = Royalties 7 = Self-Rental	
Numbe	er or days rem	tea				
Percenta	age of ownership		1=did	not actively participate		
Percenta	age of tenant occup	pancy	1=RIA 1=RE p 2=RE p	not actively participate rof., activity is trade or business, rof., not trade or business		
	use, 2=joint			ital other than real estate.		
•	lified joint ver			estment		
1=nonpa	assive activity, ve royalty		1=singl	e member limited company		
If requ	ired to file Fo	rm(s) 1099, d	lid you or will you file all required Form(s) 1	099: 1=yes, 2=no		
INC	ОМЕ			2016 Amount	2015 A	4
		aniwad		2016 Amount	2015 Amo	ount
NOTE Advert Associ Auto a	tisingiation dues and travel (not	nses are relations	ed only to the rental activity. These include where).		ng, and office supplie	S.
Advert Associ Auto a Cleani Comm	E: Direct expendising	nses are rela			ng, and office supplie	S
Advert Associ Auto a Cleani Comm Garde Insura	E: Direct expertising	nses are related else enance.	where)		ng, and office supplie	S.
Advert Associ Auto a Cleani Comm Garde Insura Legal	E: Direct experitising	entered else	where).		ng, and office supplie	S.
NOTE Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens	E: Direct experitising	entered else enance	where).		ng, and office supplie	S.
NOTE Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag	E: Direct experitising	entered else enance	where).		ng, and office supplie	S.
NOTE Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel	tising iation dues and travel (not ing and maintenissions ning and professions and permit gement fees laneous	nses are related else enance	where).		ng, and office supplie	S.
Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga	tising iation dues and travel (not ing and mainte nissions ning and professio ses and permit gement fees llaneous age interest (p	entered else enance nal fees	where) etc.)		ng, and office supplie	S.
Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi	tising	entered else enance nal fees baid to banks insurance pre	where) etc.) emiums		ng, and office supplie	S.
Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess	tising iation dues and travel (not ing and maintonissions ning and professions and permit gement fees laneous age interest (pried mortgage is mortgage in terest in the instance is something the second se	entered else enance nal fees ts	where) etc.)		ng, and office supplie	S.
NOTE Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Exces: Other	tising	entered else enance nal fees ts paid to banks insurance pre terest	etc.)		ng, and office supplie	S.
Advert Associ Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintir Pest o	tising iation dues and travel (not ing and mainton inssions ning and professions and permit gement fees laneous age interest (pried mortgage in the rest (not eng and decoration troil	nses are related else enance	where). etc.). emiums. here).		ng, and office supplie	S.
Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintin Pest c	tising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S.
Advert Assoc Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintir Pest c Plumb Repair	tising	nses are related else enance	etc.).emiums.here).		ng, and office supplie	S.
Advert Associ Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintir Pest c Plumb Repair Suppli	E: Direct experitising	nses are related else enance	etc.).emiums.here).		ng, and office supplie	S.
Advert Associ Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintin Pest c Plumb Repain Suppli Taxes	E: Direct experitising	nses are related else enance	etc.).emiums.here).		ng, and office supplie	S
Advert Associ Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintir Pest c Plumb Repair Suppli Taxes Taxes	tising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S
Advert Associ Auto a Cleani Comm Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintir Pest c Plumb Repair Suppli Taxes Taxes	E: Direct experitising	nses are relative entered else enance en and fees en and to banks insurance preterest entered elsewhiting.	etc.) emiums here)		ng, and office supplie	S
Advert Assoc Auto a Cleani Common Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintin Pest c Plumb Repair Suppli Taxes Taxes Teleph Utilitie	E: Direct experitising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S
Advert Assoc Auto a Cleani Common Garde Insura Legal Licens Manag Miscel Mortga Qualifi Excess Other Paintin Pest c Plumb Repair Suppli Taxes Taxes Teleph Utilitie	E: Direct experitising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S
Advert Association Advert Association Advert Association Associati	E: Direct experitising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S
Advert Association Advert Association and Cleania Committee Garde Insura Legal Licens Manage Miscel Mortga Qualific Excession Other Painting Pest of Plumb Repair Supplication Taxes Taxes Teleph Utilitie Wages	E: Direct experitising	nses are related else enance	etc.) emiums here)		ng, and office supplie	S

016	1040	US	Rental & Royalty Incom	e (Sch. E) (cont.)	No.	18 p2
Plea e	ise enter a xpense co	II pertinent lumn shou	2016 amounts. Last year's amount ld only be used for vacation homes	ts are provided for your re s or less than 100% tenant	ference. The i	ndirect tals.
GEN	IERAL IN	IFORMAT	TION			
Foreig	n region					
OIL	AND GA	S		2016 Amount	2015 Amo	ount
Cost of Perces	lepletion ntage depletion cost depletion	on rate or am	ount			
VAC	ATION F	IOME				
Numb	er of days pe	rsonal use	al method elected).			
IND	RECT EX	KPENSES				
			ated to operating or maintaining the dwelling surance, and utilities.	յ unit.		
Assoc Auto a	iation dues and travel (no	t entered else	ewhere).			
	· ·					
Legal Licens	and professionses and perm	onal fees				
Miscel	laneous					
Qualif	ied mortgage	insurance pre	, etc.)emiums			
Other	interest (not	entered elsew	/here)			
Pest o	control					
Repair	rs					
Taxes	- real estate.		here)			
Teleph	none					
	s and salaries					
•						
•						

ORGA	NIZER						Page 29
20	16	1040	US	Partnersh	ip and S corpora	tion Information	20.1,20.2
				or delete 2016 in		te. Be sure to attach all So	chedule K-1s.
No.			e of Partnersl		Employer Identification Number	Tax Shelter Registration Number	Additional Amounts Invested in Partnership
	s co	RPORAT	ION INFO	ORMATION (2	20.2)		
No.		Name	e of S corpora	ition	Employer Identification Number	Tax Shelter Registration Number	Additional Amounts Invested in S corporation
							20.1,20.2

ORGANIZER Estate or Trust and REMIC Information US 2016 1040 Please add, change or delete 2016 information as appropriate. Be sure to attach all Schedule K-1s and Schedule Qs. **ESTATE OR TRUST INFORMATION (20.3)** Tax Shelter Employer Registration Number No. Name of Estate or Trust Identification Number **REMIC INFORMATION (20.4)** Employer No. Name of REMIC Identification Number

20.3,20.4

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2016	1040	US	Adjustments to Income	24	

Please enter all pertinent 2016 information. Last year's amounts are provided for your reference.

TRADITIONAL IRA CONTRIBUTION	2016 Amo		2015 A	
IRA contributions you made or expect to make (1=maximum) (\$5,500/\$6,500 if 50 or older) Contributions made to date	Taxpayer	Spouse	Taxpayer	Spouse
ROTH IRA CONTRIBUTIONS				
Roth IRA contributions you made or expect to make (1=maximum) (\$5,500/\$6,500 if 50 or older). Contributions made to date				
SEP, SIMPLE AND QUALIFIED PLA	NS (KEOGH)			
Profit-sharing (25%/1.25) contributions you made or expect to make (1=maximum)				
Money purchase (25%/1.25) contributions you made or expect to make (1=maximum) Defined benefit contributions you expect to make.				
Self-employed SEP (25%/1.25) contributions you made or expect to make (1=maximum)				
Self-employed SIMPLE contributions you made or expect to make (1=maximum)				
ADJUSTMENTS TO INCOME				
Self-employed health insurance: Total premiums (excluding long-term care) Long-term care premiums Student loan interest paid (1098-E, box 1) Educator expenses (kindergarten thru grade 12) Jury duty pay given to employer Expenses from rental of personal property Other adjustments to income:				
Alimony paid: Taxpayer		Spouse		
Recipient's first name Recipient's last name Recipient's SSN	2015 amts		2015	
Amount paid	2015 amt:		2015 amt:	

2016 1040 US Itemized Deductions 25

Please enter all pertinent 2016 amounts and attach all 1098 forms. Last year's amounts are provided for your reference.

MEDICAL AND DENTAL EXPENSES

NOTE:Enter self-employed health insurance premiums on Sheet 24 and Medicare insurance premiums on Sheet 14.	2016 Amount	тѕ	2015 Amount
Prescription medicines and drugs			
Doctors, dentists and nurses			
Hospitals and nursing homes			
Insurance premiums not entered elsewhere (excl. LT care & amts. paid w/pre-tax dollars).			
Long-term care premiums - taxpayer			
Long-term care premiums - spouse			
Insurance reimbursement (enter as a positive number)			
Lodging and transportation:			
Out-of-pocket expenses			
Medical miles driven			
Other medical and dental expenses:			
·			
TAXES PAID (State and local withholding and 2016 estimates are	automatic.)		
State income taxes - 1/16 payment on 2015 state estimate			
State income taxes - paid with 2015 state return extension			
State income taxes - paid with 2015 state return.			
State income taxes - paid for prior years and/or to other state			
City/local income taxes - 1/16 payment on 2015 city/local estimate			
City/local income taxes - paid with 2015 city/local extension			
City/local income taxes - paid with 2015 city/local return			
orty/local income taxes paid with 2013 erty/local return			
SALES AND USE TAXES PAID			
State and local sales taxes (except autos and special items)			
Use taxes paid on 2016 purchases.			
Use taxes paid with 2015 state return			
Sales tax on autos not included above			
Sales tax on boats, aircraft, other special items			
dales tax off boats, afforant, other special fields			
OTHER TAXES PAID			
Real estate taxes - principal residence:			
rical estate taxes—principal residence.			
			
Pool actate tayon incorput, hold for investment			
Real estate taxes - property held for investment.			
Personal property taxes (including auto fees in some states. Provide a copy of tax notice)			
Foreign income taxes.			
Other taxes:			
·			
·			

ANIZER		ПС	Hamirad Daduations (a	- mt!mal\		Page
)16	1040	US	Itemized Deductions (c	ontinuea)		25
	Please e	nter all pe	rtinent 2016 amounts. Last year's	amounts are provide	ed for you	ur reference.
INT	EREST P	AID				
Home	e mortgage int	. (Box 1) and	d points (Box 2) reported on Form 1098:	2016 Amount	TS	2015 Amount
			-			
	Home mortaa	ae interest n	ot reported on Form 1098:			
	Payee's name	_	ot reported on Form 1036.			
	Payee's SSN	_				
	Payee's stree	_				
	Payee's city.	_				
	Payee's state					
	Payee's ZIP of	_				
	Payee's regio	n				
	Payee's posta	al code				
	Payee's coun	try				
Points	s not reported	on Form 109	98:			
	_					
	_					
_	-	•	on post 12/31/06 contracts (Box 4)			
Inves	tment interest	(interest on	margin accounts):			
			included above (6251)			
NOTI	E:Points paid For these ty	on loans oth pes of loans	er than to buy, build, or improve your main also provide the dates and lives of the loan	nome are deductible over s.	the life of	the mortgage.
CAS	SH CONT	RIBUTIO	NS			
NOTI	E:No deduction from the do	n is allowed nee, showing	for cash or check contributions unless the dg the name of the organization, contribution	onor maintains a bank re date(s), and contribution	cord, or a w amount(s).	vritten communication
Churc	ches, schools,	hospitals, ar	nd other charitable organizations (50% limita	tion):		
	ontributions by	•	• • • • • • • • • • • • • • • • • • • •	•		

Volunteer expenses (out-of-pocket)			
Number of charitable miles			
Veterans' organizations, fraternal societies, nonprofit cemeteries, and ce Contributions by cash or check:	rtain private nonoperatin	g foundatior	ns (30% limitation):
Volunteer expenses (out-of-pocket)			
Number of charitable miles			

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2016 1040 US Itemized Deductions (continued) 25 p3

Please enter all pertinent 2016 amounts.	Last year's amounts are	provided for your reference.
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NONCASH CONTRIBUTIONS

NOTE: Use Sheet 26 if total noncash contributions are	e over \$500	. No deduction is al	lowed for contribution	ons of clothing ar	nd household items
that are not in <i>good</i> used condition or better.	In addition,	a deduction for any	item with minimal	monetary value r	nay be denied.

50% limitation (see above):	2016 Amount	TS	2015 Amount
		++	
80% limitation (see above):			
80% capital gain property (gifts of capital gain property to 50% limit orgs.):			
	:		
MISCELLANEOUS DEDUCTIONS (subject to 2% AGI limit)			
Union and professional dues			
_		1 1	
Other unreimbursed employee expenses (uniforms and protective clothing, professional subscriptions, employment agency fees, and certain edu. expense	es):		
-		++	
nvestment expense:			
		++	
ax return preparation fee			
Aiscellaneous deductions (2% AGI) (certain legal and accounting fees,			
nd custodial fees):		1	
		++	

2016 1040 US Itemized Deductions (continued) 25 p4

Please enter all pertinent 2016 amounts. Last year's amounts are provided for your reference.

THER MISCELLANEOUS DEDUCTIONS	2016 Amount	TS	2015 Amount
state tax, section 691(c)			
her miscellaneous deductions:			
-			
-	_		
	_		
	_		
	_		
	_		
· ·			
	_		

Noncash Contributions (Form 8283) US 2016 1040

26

If your total noncash contributions are in excess of \$500 in 2016, please complete the information below for each donee using the following guidelines:

- * If you contributed a motor vehicle, boat, or airplane with a claimed value of more than \$500, attach Form 1098-C or other written acknowledgement received from the donee organization.
- * A deduction for contributions of clothing or other household items that are not in good used condition or better is not allowed. In addition, a deduction for any item with minimal monetary value may be denied. However, these rules do not apply to any contribution of a single item for which a deduction of more than \$500 is claimed, if a qualified appraisal for the donated property is provided.

DONATED	PROPERTY	INCODMAT	IUVI
DUNAILD	PRUPERII	INFURINAI	IUII

		RTY INFORMATION					
	Name of cha	aritable organization (donee)					
		ess					
	City						
	State						
		2=joint					
	-	scription (other than vehicle)					
	- 1 - 3	Identification number (VIN)	-				
No.		Year (yyyy)					
	Vehicle	Make and model	-				
		Condition and mileage					
	Date of con	tribution (m/d/y)	-				
		ed by donor (m/y)					
		ed by donor (Table 1 or describe)					
		t or basis					
			-				
		value					
	Method use	d to determine FMV (Table 2 or des	cribe)				
	The con-	7.11					
		aritable organization (donee)					
		ess					
	_						
	State						
	ZIP code						
	1=spouse, 2	2=joint					
	Property de	scription (other than vehicle)					
		Identification number (VIN)					
No.	Vehicle	Year (yyyy)					
	Vernere	Make and model					
		Condition and mileage					
	Date of con	tribution (m/d/y)					
		ed by donor (m/y)					
		ed by donor (Table 1 or describe)					
		t or basis					
		value	-				
		d to determine FMV (Table 2 or des					
	method dae	a to determine I MV (Table 2 of des	o				
	How Pro	perty was Acquired	2	Method Used to	Determine FMV		
		3 = Inheritance	1 _		3 = Catalog		
	1 = Purchase 2 = Gift	4 = Exchange		Appraisal Thrift shop value	4 = Comparable sales		
				For other methods	, see IRS Pub. 561.		

2016 1040 US Health Savings Accounts (8889) 32.1

Please enter all pertinent 2016 amounts & attach all 1099-SA forms. Last year's amounts are provided for your reference.

HSA CONTRIBUTIONS

NOTE: Contributions to an HSA are only eligible to persons covered under a high deductible health plan. For tax year 2016, a high deductible health plan is one with an annual deductible that is not less than \$1,300 for self-only coverage or \$2,600 for family coverage, and the annual out-of-pocket expenses (deductibles, co-payments, and other amounts, but not premiums) do not exceed \$6,650 for self-only coverage or \$12,900 for family coverage.

	2016 A	mount	2015 A	mount
	Taxpayer	Spouse	Taxpayer	Spouse
1=self-only coverage, 2=family coverage				
HSA contributions you made or expect to make, except rollovers, employer contributions, and contributions made to an employee account through a cafeteria plan (1=maximum)				
Contributions included above that were made after you became eligible for Medicare				
Contributions made to date				
HSA DISTRIBUTIONS				
Total HSA distribution received (1099-SA, box 1)				
Distributions included above that were rolled over to another HSA				
Total unreimbursed qualified medical expenses				

incurred but not paid in 2 is forfeited in 2016	LIFYING FO	DR DEPE		2015 Am Taxpayer CREDIT 2015 amt:	Spouse
incurred but not paid in 2 is forfeited in 2016	LIFYING FO	OR DEPE	NDENT CARE C	REDIT	Spouse
EXPENSES QUAL EXPENSES QUAL E. E. Effix. Aurity number. Edependent care expenses nd paid in 2016. Edependent care expenses nd paid in 2016.	LIFYING FO				
effix. crth (m/d/y). curity number. dependent care expenses nd paid in 2016. d. 2=joint.	5				
rth (m/d/y)	5			2015 amt:	
dependent care expenses nd paid in 2016	5			2015 amt:	
d				2015 amt:	
e ffix					
rth (m/d/y)th (m/d/y)					
d				2015 amt:	
		G CARE (33.2)		
dress					
gion ostal code ountry				-	
aid to care provider in 20	16			2015 amt:	
	d., 2=joint	d, 2=joint	egion	egion	RGANIZATIONS PROVIDING CARE (33.2) provider. dress. egion ostal code puntry ion number (SSN or EIN). aid to care provider in 2016. 2015 amt:

33.1,33.2

2016	1040	HC	Hoalth Coverage Form	20.1
2016	1040	US	Health Coverage Form	∣ 39.1

Please do not complete this information if coverage is indicated on Form 1095-A, 1095-B or 1095-C. Attach the document with this organizer if you have it.	
GENERAL INFORMATION 1=entire household covered for all months, 2=no months	
Date married (if in current year)	
COVERED INDIVIDUAL (#1)	COVERED INDIVIDUAL (#2)
(a) First name	(a) First name
(a) Last name	(a) Last name
(b) ID number (SSN or TIN)	(b) ID number (SSN or TIN)
(d) 1=covered all 12 months	(d) 1=covered all 12 months
(e) Months of coverage:	(e) Months of coverage:
1=November 2015	1=November 2015
1=December 2015	1=December 2015
1=January	1=January
1=February	1=February
1=March	1=March
1=April	1=April
1=May	1=May
1=June	1=June
1=July	1=July
1=August	1=August
1=September	1=September
1=October	1=October:
1=November	1=November
1=December	1=December
(a) First name	(a) First name
a) Last name	
	(a) Last name
	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN) (d) 1=covered all 12 months
(d) 1=covered all 12 months (e) Months of coverage:	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage:
d) 1=covered all 12 months	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015
d) 1=covered all 12 months e) Months of coverage: 1=November 2015	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015
d) 1=covered all 12 months	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January
(d) 1=covered all 12 months	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN)
d) 1=covered all 12 months	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January 1=February 1=March 1=April 1=May 1=July
d) 1=covered all 12 months e) Months of coverage: 1=November 2015 1=December 2015 1=January. 1=February. 1=March 1=April 1=May 1=June 1=July 1=August	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January 1=February 1=March 1=April 1=May 1=July 1=August
d) 1=covered all 12 months e) Months of coverage: 1=November 2015 1=December 2015 1=January. 1=February. 1=March 1=April 1=May. 1=June 1=July. 1=August 1=September.	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January 1=February 1=March 1=April 1=May 1=June 1=July 1=August 1=September
(d) 1=covered all 12 months	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January 1=February 1=March 1=April 1=June 1=July 1=August 1=September 1=October
1=December 2015	(b) ID number (SSN or TIN) (d) 1=covered all 12 months (e) Months of coverage: 1=November 2015 1=December 2015 1=January 1=February 1=March 1=April 1=May 1=June 1=July 1=August 1=September

39.1