

Gateway Tax Service

INCOME WORKSHEET

Provide to your preparer all Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC, and other income reporting statements.
Indicate "T" for taxpayer, "S" for spouse, "J" for joint Provide additional statements if more room is needed

FORMS W-2 - WAGE AND TAX STATEMENT

T/S	Employer name	T/S	Employer Name
1)		4)	
2)		5)	
3)		6)	

FORMS 1099-INT - INTEREST INCOME

T/S/J	Name of Issuer	T/S/J	Name of Issuer
1)		4)	
2)		5)	
3)		6)	

FORMS 1099-DIV - DIVIDENDS AND DISTRIBUTIONS

T/S/J	Name of Issuer	T/S/J	Name of Issuer
1)		4)	
2)		5)	
3)		6)	

FORMS 1099-R - DISTRIBUTIONS FROM PENSIONS, ANNUITIES, RETIREMENT PLANS, IRAS, ETC.

T/S	Name of Issuer	T/S	Name of Issuer
1)		4)	
2)		5)	
3)		6)	

If the distribution is before 59½, give a reason to determine if an exception to penalty applies.

TAX-EXEMPT INTEREST AND OTHER INCOME (SUCH AS MUNICIPAL BONDS - INCLUDE STATEMENT)

Payer	\$	Payer	\$
State tax refund	\$	Unreported Tips	\$
Alimony received	\$	Other	\$
Unemployment compensation	\$		\$
Social Security (taxpayer) - provide SSA-1099 or RRB-1099 \$			\$
Social Security (spouse) - provide SSA-1099 or RRB-1099 \$			\$
Business income (see Sole Proprietorship Tax Organizer)		Stock sales See "Sales and Exchanges Worksheet" below	
Rental income (see Rental Property Tax Organizer)		Sale of other property	

SALES AND EXCHANGES WORKSHEET

Provide information about sales of stock, real estate, or other property, along with Forms 1099-B, 1099-S, or other supporting statements.

Description of property	Purchase date	Cost/basis	Sell date	Sell price
		\$		\$
		\$		\$
		\$		\$

NOTES

- When stock is sold, you will usually receive form 1099-B, Proceeds From Broker and Barter Exchange Transactions, reporting the proceeds from the sale. However, your statement will not always provide the cost/basis information necessary to compute gain or loss. If the statement does not contain the cost/basis information, you must provide it. You may need to contact your broker for questions about cost/basis and purchase dates of your stock accounts.
- Often, "transfers" of stocks or mutual funds within a brokerage account are actually sales of one type of stock and purchase of another. Even if you did not receive any cash from the transaction, You may have taxable gain or loss.
- If your stock dividends are automatically reinvested, the dividends will be taxable even though you did not receive any cash. The transaction is treated as if you had received cash and purchased additional stock. When the stock is sold, the amount reinvested over the years to take into account. You may need to contact your broker for questions about the amount of reinvested dividends.
- If you sold property other than stock, your taxable gain or loss will be determined by your cost/basis. The cost/basis is usually the original purchase price plus improvements (the cost of repairs and maintenance are not taken into account for cost/basis).