

Sample article for organizations to use to reach customers (430 word count)

Customize and post the following article on your websites and/or use in other communication vehicles to help your readers start planning for next year's taxes

It's never too early! Make plans now for next year's tax return

Most people stop thinking about taxes after they file their tax return. But, there's no better time to start tax planning than right now. And, it's never too early to set up a smart recordkeeping system. Here are six IRS tips to help you start to plan for next year's taxes:

- **Take action when life changes occur** — Some life events, like a change in marital status, the birth of a child or buying a home, can change the amount of taxes you owe. When such events occur during the year, you may need to change the amount of tax withheld from your pay. To do that, you must file a new Form W-4, Employee's Withholding Allowance Certificate, with your employer. You can use the [IRS Withholding Calculator](#) on [IRS.gov](#) to help you fill out the form. If you receive advance payments of the [premium tax credit](#), it's important to report [changes in circumstances](#), such as changes in your income or family size, to your Health Insurance Marketplace.
- **Keep records safe** — Put your 2013 tax return and [supporting records](#) in a safe place. That way, if you ever need to refer to your return, you'll know where to find it. For example, you may need a copy of your return if you apply for a home loan or financial aid. You can also use it as a guide when you do next year's tax return.
- **Stay organized** — Make sure your family puts tax records in the same place throughout the year. This will avoid a search for misplaced records next year.
- **Shop for a tax preparer** — If you want to hire a tax preparer to help you with tax planning, start your search now. Choose a tax preparer wisely. You are responsible for the accuracy of your tax return no matter who prepares it. Find [tips for choosing a preparer](#) at IRS.gov.
- **Think about itemizing** — If you usually claim a standard deduction on your tax return, you may be able to lower your taxes if you [itemize deductions](#) instead. A donation to charity could mean some tax savings. See the instructions for [Schedule A \(Form 1040\)](#), Itemized Deductions, for a list of deductions.
- **Keep up with changes** — [Subscribe](#) to [IRS Tax Tips](#) to get emails about tax law changes, how to save money and much more. You can also get Tax Tips on IRS.gov or [IRS2Go](#), the IRS's mobile app. The IRS issues tips each weekday during the tax filing season and three days a week during summer.

A little planning now can pay off big at tax time next year.

NOTE TO EDITOR: Below are additional resources you can share with your customers.

IRS.gov:

- [IRS Tax Tip 2014-61](#)
- [Publication 505](#), Tax Withholding and Estimated Tax

YouTube Videos:

- *IRS Withholding Calculator* - [English](#) | [Spanish](#) | [ASL](#)
- *Record Keeping* - [English](#) | [Spanish](#) | [ASL](#)
- *Standard Versus Itemized Deductions* - [English](#) | [Spanish](#) | [ASL](#)

IRS Podcast:

- *Standard Versus Itemized Deductions* - [English](#) | [Spanish](#)

On Twitter? Send this Tweet to your customers:

It's never too early to plan for next year's taxes. Use #IRS tax tips <http://go.usa.gov/kJ6V> to get started.