

Tax Checklist for Preparing Current Year Personal Tax Returns

- 1.) A copy of your prior three years income tax returns (**NEW Clients ONLY**)
- 2.) Filing status (single, married filing jointly, married filing separately, head of household, qualifying widow), **ONLY** if different than what was stated on your prior year tax return.
- 3.) Supporting documentation which includes (but is not limited to) the following:
 - **Form W2** – wages/salaries
 - **Forms 1099-Div** – 1099-Int and/or year end broker statement
 - **Health Insurance Info**
 - a) All 1095-A Forms from marketplace providers (if you purchased insurance through a Marketplace)
 - b) Existing plan information (policy numbers, etc.)
 - c) If claiming an exemption your unique Exemption Certificate Number
 - d) Records of credits and/or advance payments received from the Premium Tax Credit (if claiming)
 - **Investments Capital Gains/losses** – Year end Broker statement with form 1099-B for proceeds from the sale of stocks along with original purchase price (basis) and date original purchase
 - **Schedules K-1's** (Forms 1065, 1120, 1041) from investments in Partnerships, S-Corp, Estates, and Trusts (If S-Corporation attach Shareholder basis schedule)
 - **Income from Foreign Investments** –
 - a) Amount of foreign taxes paid – (If you sold foreign stocks this will be reflected on year end 1099's or broker statement)
 - **Income from Stock Option Exercises and Sales** –
 - a) Stock option agreement or documentation that shows type of options received
 - b) Statement showing exercise price of options and option date
 - c) Form 1099-B showing proceeds from stock sale
 - **Sale of Employee Stock Purchase Plan** –
 - a) Form 1099-B showing proceeds from stock sale
 - b) Grant date and stock price on date stock was granted
 - c) Purchase date and stock price on purchase date
 - **Advance Child Tax Credit Payment from IRS** –
 - a) Copy of the IRS notice announcing the amount of your payment
 - b) Amount of payment you received
 - **Social Security Benefits** – Form SSA-1099
 - **Childcare Costs** –
 - a) Cancelled checks or invoices
 - b) Childcare provider's name
 - c) Provider's address
 - d) Provider's tax ID or social security number (if not on the invoices)
 - **Education Costs** – Receipts for tuition or cancelled checks for post-high school education

- **Adoption Costs** – Legal fees, transportation, other costs

- **Alimony Received** – Receipts/cancelled checks, bank statement or personal recap

- **Business or Farming Income** –

- a) Books/accounting records for your business
- b) If you do not keep a separate set of books provide
 - Invoices/billings
 - Bank statements
 - Credit card statements
 - Loan statements
 - Payroll reports for all four quarters and year end
 - Invoices for major purchases of machinery, equipment, furniture
 - Total vehicle mileage driven and the amount of business miles driven for the year
 - Inventory records (if applicable)
 - NEW CLIENTS include prior year depreciation schedule

- **Business use of Home** –

- a) Square footage of your home office
- b) Total square footage of your home
- c) Total rent paid if home if rented
- d) Mortgage interest reported on Form 1098 (If no 1098 was provide then provide the year end statement showing interest paid for the year)
- e) Property taxes paid (If not on Form 1098)
- f) Homeowner insurance
- g) Home repairs and maintenance
- h) Utility bills
- i) Pest control
- j) HOA fees
- k) Landscaping
- l) Invoices for major improvements

- **IRA/Pension Distributions** –

- a) Form 1099-R for payments from IRA or retirement plans
- b) Account summary form for the year for any IRA or deposits/contributions (If applies)
- c) Most recently filed form 8606 for non-deductible contributions to any IRA's
- d) Most recently filed form 8606 for distributions from traditional SEP or Simple IRA's
- e) Most recently filed form 8606 for conversions from traditional SEP or Simple IRA's to Roth IRA's
- f) Most recently filed form 8606 for distributions from Roth IRA's

- **Real Estate Rental Income** –

- a) Profit and loss statements form your property manager
- b) If you do not use a property management company fill out the provided Rental Worksheet (If not provided please ask for one to be sent to you)
- c) Form 1099-Misc for rental income paid
- d) Form 1098 for mortgage interest paid
- e) Property tax payment records (If not on Form 1098)
- f) Copy of prior year Schedule E showing disallowed rental losses from previous years (NEW CLIENT ONLY)

- **Income from Sale of Property –**

- a) HUD or closing statement for property sold
- b) HUD or closing statement for purchase of property being sold
- c) invoices, receipts or cancelled checks and
- d) Invoices for capital improvements
- e) For property was sold on installment basis include Form 6252 from prior year (If NEW CLIENT) current year principle and interest paid
- f) NEW Installment Sales provide the name, address and social security number of the buyer along with principle amount of loan

- **Unemployment Compensation – Form 1099-G**

- **Miscellaneous Income –** including but not limited to

- a) Barter income form 1099-B
- b) Jury duty paid
- c) Form W-2G for gambling and lottery winnings and amounts spent for winnings
- d) Form 1099-Misc for prizes and awards
- e) Form 1099-MSA for distributions from medical savings accounts

- **Student Loan Interest - Form 1098-E** showing interest paid

- **Medical Savings Account Contributions - Form 1099-MSA** for distributions from medical savings accounts

- **Moving Expenses –**

- a) Invoices from moving expenses
- b) Paycheck stub for employer reimbursed moving expenses
- c) Mileage from old home to new workplace and mileage from old workplace to old workplace

- **Self-employed Health Insurance - Insurance premium bills or amount paid**

- **Keogh & SEP Pension Plans - Year-end account summary, or cancelled checks**

- **Alimony Paid - Cancelled checks Receipts/cancelled checks, bank statement or personal recap**

- **Educator Expenses - Expenses paid for classroom supplies, etc.**

- **Home mortgage interest –**

- a) Form 1098 or year end statement showing amount of interest paid for the year
- b) Points - Form 1098 or if you purchased or refinanced a home in current year closing HUD statement

- **Interest paid on Investment Loans –**

- a) Brokers' statements showing margin interest paid

- **Cash donations –**

- a) Charitable receipts or cancelled checks
- b) Mileage incurred for charitable purposes

• **Donations of Property –**

- a) Receipts from charitable agency
- b) FMV of property given
- c) Approximate original purchase date and amount paid
- d) Year-end paycheck stub if donations were paid through your wages

• **Casualty and Theft Losses –**

- a) Description of property damaged or stolen
- b) Receipts or cancelled checks showing cost of property
- c) Insurance policy and insurance reports showing reimbursement (Appraisal fees if applicable)

• **Unreimbursed Employee Expenses –**

- a) Detail list of items purchased (If any single item purchases are over \$299 include receipt)
- b) Job travel receipts for transportation
- c) Mileage records per vehicle used
- d) Receipts for meals (If substantial)
- e) Union dues (If taken out of paycheck include year-end paystub)
- f) Uniform and special clothing costs
- g) Seminar or continuing education fees
- h) Professional publications and books
- i) Small tools and supplies
- j) Job search expenses (Including long-distance call bills, resume costs (printing, mailing, resume service, etc.), transportation bills and mileage records)

• **Other Miscellaneous Deductions –**

- a) Prior year tax return preparation fees (If NEW CLIENT)
- b) Safe deposit box fees
- c) IRA custodial fees (If paid from a non-IRA account)

• **Medical & Dental Expenses –**

- a) Amounts paid for prescriptions
- b) Amounts paid to doctors and dentists
- c) Amounts paid for labs, x-rays, therapy or other medical
- d) Medical mileage driven
- e) Year-end pay stub if premiums were paid out of wages after-tax
- f) Any health or dental insurance paid
- g) Provide the dates you held health insurance during the year and who was covered under the plan
- h) If you had health insurance through the health insurance market place provide the year end Form 1095a

• **Real Estate Taxes –**

- a) Receipt for property taxes paid if not on Form 1098

• **Personal Property Taxes –**Automobile registration fees

• **Household Employees –** Wages paid and (2) employee's social security number

• **Estimated Tax Payments –**

- a) Dates and amounts of Federal and state quarterly estimated taxes paid
- b) If you filed your own extension and paid estimated taxes provide the amount of the payment and payment date

- **Direct Deposit Information** - If you want your refund deposited directly into your bank account please provide a copy of a voided blank check

Highlight any extraordinary events that occurred in the current year that may have a tax effect. Here are some examples:

- Change in your filing status (death, marriage, etc.)
- You bought or sold property
- You changed residences
- You had a fire loss
- You bought or sold a business
- Your child is no longer in college and is no longer you're dependent
- 1099-C for cancelled debt including credit cards