

## Tax Appointment Checklist

\_\_\_ Please include a copy of your prior year's federal and state income tax returns (New clients only). This will help to ensure the most accurate return and will help to avoid costly mistakes.

\_\_\_ Any correspondence sent to you from the IRS.

### Personal Information:

\_\_\_ **Social Security Numbers:** For yourself, spouse, and any and all dependents

\_\_\_ **Advanced Earned Income Credit** Information including: copy of IRS notice and the amount of credit received

\_\_\_ **Child Care Costs:** Cancelled checks or payment invoices, provider's name, address, and tax ID or social security number.

\_\_\_ **Education Costs:** Receipts for tuition of post high school education and/or Form 1098-T from qualified school.

\_\_\_ **Adoption Costs:** Receipts or cancelled checks and social security or ID # for adopted child.

### Income Information:

\_\_\_ **W-2s from any employers**

\_\_\_ **Interest income** - Form 1099-INT

\_\_\_ **Dividend income** - Form 1099-DIV

\_\_\_ **Proceeds from the sale of stocks, bonds, etc.** - Form 1099-B

\_\_\_ **Confirmation slips or brokers' statements** for all stocks, etc., that you sold in 2007

\_\_\_ **Schedule(s) K-1 (Form 1065)** from investments in partnerships

\_\_\_ **Schedule(s) K-1 (Form 1120S)** from investments in S Corporations

\_\_\_ **Income from foreign investments:** Amount of foreign taxes paid (you can find this on the brokers' statements)

\_\_\_ **Income from stock option exercises and sales:** Stock option agreement (showing type of options you received)- Stock option statement showing exercise prices of options- Form 1099-B for proceeds from stock sales

\_\_\_ **Sale of employee stock purchase plan shares:** Form 1099-B for proceeds from stock sales - Stock price on grant date - Stock price on purchase date - If the stock sale occurred before qualifying period began, Form W-2 showing "compensation income" from a disqualifying disposition.

\_\_\_ **Income from State and Local Refunds** from prior year: Form 1099-G from state or local governments - State income tax return if any - City income tax return if any.

\_\_\_ **Alimony Received**

\_\_\_ **Business or Farming Income:** Books/accounting records for your business, OR: Invoices or billings, Bank statements, Cancelled checks for expenses, Payroll records. In addition you will need: Invoices for major purchases of machinery, equipment, furniture, Logs or other records listing vehicle mileage, Inventory records, if your business maintains an inventory of goods or materials.

\_\_\_ **Home Office Information** (If you use your home for Business): Square footage of your home office area, Total square footage of your home, Total rent paid, if home is rented, Mortgage interest reported on Form 1098, Property tax payments from assessor's bill, cancelled checks, or impound records, Homeowner's insurance premium payments, Invoices for repairs and maintenance on your house, and Utility bills.

\_\_\_ **IRA/ Pension Distributions:** Form 1099-R for payments from IRAs or retirement plans, Account summary form for the year for your IRA accounts, or Deposit receipts and contribution records, If you received a distribution from an IRA account, the most-recently filed Form 8606 (if you made contributions in prior years to IRAs that weren't deductible on your income tax return).

\_\_\_ **Rental Property Income:** Profit and loss statements from your property manager, or Checkbook or cancelled checks for expenses, Form 1099-MISC or other records for rental income paid to you, Mortgage interest reported on Form 1098, Property tax payments from assessor's bill, cancelled checks, or impound records, Record of suspended rental losses from prior years (usually shown on last year's income tax return).

\_\_\_ **Unemployment Income:** Form 1099-G from your state unemployment agency, or Unemployment check stubs and deposit records.

\_\_\_ **Social Security Benefits:** Form SSA 1099

\_\_\_ **Income from Sale of Property:** Sales proceeds: Bill of sale, escrow statement, closing statement or other records, Cost of the property you sold: Invoices, receipts, or cancelled checks, Improvements made to the property: Invoices or construction contracts and cancelled checks, If the property was sold at a profit before 2007 on the installment basis: Previous year's return - Form 6252, Installment Sales, Amount of principal collected on the installment note owed to you and the date you received each payment, Amount of interest collected on the note, Name, address, and Social Security number of the buyer.

\_\_\_ **Other, Misc. Income:** Jury duty pay records, Form(s) W-2G for gambling and lottery winnings, Receipts for all gambling purchases (including losses), Form 1099-MISC for prizes and awards you received, Form 1099-MSA for distributions from medical savings accounts, Scholarship records (if you used the money for anything other than tuition, books, and supplies), Director's fees receipts if you received money for serving on a corporate board of directors.

## Adjustments:

\_\_\_ **IRA Contributions**

\_\_\_ **Student Loan Interest:** Form 1098-E

\_\_\_ **Medical Savings Account Contributions:** Account statements or cancelled checks.

\_\_\_ **Moving Expenses:** Receipts, invoiced, cancelled checks, etc.

\_\_\_ **Self Employed Health Insurance:** Premium bills or cancelled checks.

\_\_\_ **Keogh, SEP, SIMPLE, and other Self-Employed Pension Plans:** Account Summary or cancelled checks.

\_\_\_ **Alimony Paid**

\_\_\_ **Educator Expenses**

## Itemized Tax Deductions:

\_\_\_ **Home Mortgage Interest:** Form 1098

\_\_\_ **Charitable Donations:** Receipts, cancelled checks, record of mileage for charitable purposes, estimated value of any property donated, prior years' tax returns in any unused charitable contributions, year-end pay stub if donations paid from wages withholding.

\_\_\_ **Casualty and Theft Losses:** Description of property, receipts or cancelled checks showing cost of property and any improvements, insurance policy and reports showing reimbursement if any, appraisal fees if applicable.

\_\_\_ **Job Expenses:** Reimbursement check stubs or reports from your employer: Union dues - paycheck stub for automatic withdrawals: Gifts to clients, etc. - receipts showing date, cost, and description: Supplies - receipts or bills: Property purchased for use in your work - invoices, receipts: Uniform and special clothing costs - bills or paycheck stubs showing deductions: Seminar fees - receipts or invoices: Professional publications and books - receipts or invoices: Receipts for small tools and supplies you purchased: Job travel information- Invoices, receipts, or ticket stubs for transportation, Mileage records per vehicle used, Hotel bills, Restaurant tickets showing name and address of establishment, Parking fee receipts: Job search expenses- Long-distance call bills, Resume costs (printing, mailing, resume service, etc.), Transportation bills and mileage records, Employment agency fees, Career counseling costs: Job-related educational expenses- Tuition, fee, and book receipts for education that maintains or improves your present skills, Transportation receipts, Lodging receipts if you take classes away from home.

\_\_\_ **Other Misc. Information:** Tax Preparation fees- receipts, invoices, or cancelled checks: Income Tax preparation Software and books: Safe deposit box rental fees: IRA custodial fees: Investment advice costs.

\_\_\_ **Medical and Dental Expenses:** Medical bills or cancelled checks, Form SSA-1099 for Medicare premiums paid from your social security benefits, Year-end pay stub if premiums were paid through your wages (only if the deductions were after-tax), Mileage records for trips to the doctor, clinics, etc.

\_\_\_ **State and Local Income Taxes:** Last year's state income tax return, Forms W2, cancelled checks for state estimates paid.

\_\_\_ **Real Estate Taxes:** Form 1098 or closing statement if bought, sold, refinanced property, tax bills or cancelled checks.

\_\_\_ **Personal Property Taxes:** Tax bills or cancelled checks.

### Information on Household Employees:

\_\_\_ **Information:** Wages paid, employee(s)' social security number(s).

### Tax Payments:

\_\_\_ **Quarterly Estimated Tax Payments:** records showing date and amount paid.

\_\_\_ **Overpayment:** If any overpayment from prior year was to be applied to current year tax.

\_\_\_ **Extensions:** If extension was filed prior year and/or plan to file for extension this year, and cancelled checks for payments sent.

### Direct Deposit Information:

\_\_\_ **Refund Direct Deposited:** Routing and Account number.

### Foreign Bank Account Information:

\_\_\_ **Information:** Name and Location of financial institution, account number, maximum value of account.

### Energy Saving Purchases:

\_\_\_ **Hybrid Auto purchase:** Bill of Sale

\_\_\_ **Energy Saving Improvements to Main Home:** Receipts.

\*If you are unsure about an item, include it. It is always better to have it and not need it!

\*We may ask for additional information depending upon your individual tax situation.