RMS
FINANCIAL SERVICES
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ANNUAL PERSONAL TAX CHECKLIST

Please use this list to make sure that you have all records, cancelled checks, and receipts so preparation of your income tax return can be done accurately.

- ☐ A copy of last year's Federal and State Tax Returns, if new client
- ☐ All W2's, 1099's, and Social Security year-end statements
- ☐ Dependents name, social security numbers, and date of birth
- ☐ Records of other income and expenses:

Real Estate Documents	Interest Income
› Sale, Purchase, Refi, Foreclosures	Moving Costs
Mortgage Interest Paid Statement	Rental Income/Expenses
Sale of Assets (Buy & Sell Date & Prices)	Dividend Income
Stock (Buy & Sale Dates & Prices)	Small Business P/L Statement

- ☐ Charitable contributions: cash and non-cash
- ☐ Amounts/date paid for estimated taxes and/or extension, if any
- ☐ Taxes paid: Property Tax, Sales Tax, DMV fees, Local Utility, Car Purchase Contracts
- ☐ Energy Credit: Electric/Hybrid Vehicle or Energy Efficient Home Improvements
- ☐ Medical, dental, and vision expenses including form 1095-A if applicable
- ☐ Major losses sustained: accident, fire, theft, etc.
- ☐ Child care expenses: include name, address, social security number or EIN number of providers, and phone numbers
- ☐ Education expenses: tuition, books, and supplies for college for yourself and/or dependent including form 1098-T

Once you have completed your checklist and scheduled your appointment, please ensure to:

1. Contact us for any questions or concerns.
2. Bring your documents and we will review them during your appointment.
3. Bring a check for Direct Deposit information.

VIRTUAL APPOINTMENTS ARE NOW AVAILABLE.

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