RMS FINANCIAL SERVICES
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ANNUAL 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 years 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
    - Sale, Purchase, Refi, Foreclosures
  - Mortgage Interest Paid Statement
  - Sale of Assets (Buy & Sell Date & Prices)
  - Stock (Buy & Sale Dates & Prices)
  - Interest Income
  - Moving Costs
  - Rental Income/Expenses
  - Dividend Income
  - 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.