Halls Notary Service hallsnotaryservice.com

13732 Berwick Tpke hallsnotaryservice23@gmail.com

Gillett PA 16925

O: 570-596-3210

C: 813-951-1713

**Items to bring with you for your tax appointment (**Note that not all of these may apply.)

**INCOME**

➢ LAST YEAR’S tax return not prepared in our office – Federal, State and Local

➢ W-2’s

➢ 1099’s for Interest and Dividends

➢ 1099 B’s or year end investment statements

➢ Stock/Bond transaction information if not included on year end 1099B

➢ Information about any refunds from the State or Local government regarding overpayment of prior year taxes

➢ IRA, Pension or retirement distribution information – may be on a 1099R

➢ IRA Rollover/conversion information

➢ Social Security receipt information

➢ Unemployment receipt information

➢ Stock option information for ISO, RSU or ESPP. The more info you can provide the better.

**ADJUSTMENTS TO INCOME**

➢ HSA contribution/withdrawal information and year end account balance

➢ Moving expense information if you relocated for employment and all expenses were not reimbursed by employer

➢ Student Loan interest this may be on a 1098

➢ Education cost information – tuition, books, fees – this may be reported on a 1098. Proof of payment of tuition is also required. Please attach CC statement, cancelled check or payment receipt

**ITEMIZED DEDUCTION INFORMATION**

➢ Medical costs – only required if significant. Must meet a minimum of 7.5% of your AGI.

➢ Tax payments to State or Local governments – may include income, per capita, LST, or estimated payments made for during the year to any state, city or municipality

➢ Real Estate Taxes

➢ Mortgage interest.

➢ Equity Line Mortgage Interest. TCJA requires that the use of the funds be detailed and only interest related to funds used to buy, build or substantially improve a personal residence can be deducted. Please provide a history of the use of your home equity line if you want this deduction.

➢ Mortgage insurance

➢ Charitable Contributions – cash and non-cash. Summarized by charity name.

**CREDIT INFORMATION**

➢ Childcare Information including name, address, phone number, EIN and Amount paid.

➢ Residential Energy Credit Applicable Purchases

➢ Education Credit Information – Tuition

➢ ANY ESTIMATED TAX PAYMENTS SENT IN DURING THE YEAR

**RENTAL PROPERTIES** – request Sch E organizer for you to complete

➢ Rental income

➢ Advertising

➢ Cleaning and Maintenance

➢ Commissions

➢ Insurance

➢ Professional Fees

➢ Management expenses

➢ Mortgage interest

➢ Real estate taxes

➢ Repairs

➢ Supplies

➢ Rental permits or license fees

➢ Utilities

➢ Capital improvement or new fixed asset acquisition information

➢ Depreciation schedules if you are a new client

➢ Settlement statements for all real estate

**SELF EMPLOYMENT INCOME** – This applies if you received any 1099-MISC forms or worked as a subcontractor Best prepared on QuickBooks. Please print a CASH BASIS Balance Sheet and Profit and Loss Comparative so it shows current and prior year information. If you do not use accounting software, please request a **Sch C** for you to complete.

➢ Income, Revenue, Sales

➢ Cost of goods sold – This is the amount you paid for what you resold

➢ Advertising

➢ Car and Truck Expenses (I can send you another worksheet that details out the information I need)

➢ Subcontractor costs

➢ Insurance

➢ Health Insurance – please have this amount separate

➢ Interest – if any for large loans on equipment or working capital

➢ Legal and Professional Fees

➢ Office Expenses

➢ Rent

➢ Repairs and Maintenance

➢ Supplies

➢ Taxes and Licenses

➢ Travel – out of town – hotels, rental cars, airlines

➢ Utilities

➢ Telephone

➢ Internet, if separate

➢ Payroll – This should tie into your 941 reports

➢ Payroll Taxes

➢ Workers Comp Insurance

➢ Bank Service charges, Merchant Fees, Credit Card Processing Fees

➢ Dues and Subscriptions, Membership fees to professional organizations

➢ Continuing Education

➢ Postage and Delivery

➢ Meals

➢ Entertainment

➢ Computer Expenses

➢ Tools

➢ Uniforms

➢ Capital improvement or new fixed asset acquisition information

➢ Depreciation schedules if you are a new client

➢ Settlement statements for all real estate HOME OFFICE

➢ Total Home square footage

➢ Office Square footage. This space must be used EXCLUSIVELY and REGULARLY for business

➢ Mortgage Interest

➢ Real Estate Taxes

➢ Homeowners Insurance

➢ Homeowners Association Fees

➢ Utility Costs – Electric, Gas, Oil, Sewer, Trash. Report separately

➢ Telephone/Internet

➢ Purchase price of home for depreciation of home office