



TAX & ACCOUNTING PROFESSIONALS

Licensed to Practice Before the Internal Revenue Service
Member NAEA, NSPA
Locally owned for over 18 years



Tax Document Checklist

- Social Security Numbers (including spouse and children)
- Child care provider tax I.D. or Social Security Number and Address

Income Data

- W-2 forms
- Pensions and annuities
- Partnership and trust income
- Alimony received
- Jury Duty Pay
- State and local income tax refund
- Scholarships and fellowships
- Prizes and awards
- Gambling and lottery winnings

Financial Assets and Liabilities

- Interest income statements (form 1099-INT & 1099-OID)
- Dividend Income statements (form 1099-DN)
- Tax Refunds and unemployment compensation (form 1099-G)
- Proceeds from broker transactions (form 1099-B)
- Miscellaneous income (form 1099-MISC)
- Retirement plan distribution (form 1099-R)
- Student loan interest paid
- Early withdrawal penalties on CD's

Home and Rental Property Data

- Mortgage interest (form 1098)
- Home equity loan interest
- Real estate taxes paid
- Sale of your home or other real estate (form 1099-S)
- Rental property income
- Rental property expenses

Self-Employment Data

- K-1's on all partnerships
- Receipts and documentation for all business related expenses
- Farm Income
- Auto mileage log
- Home office square footage

Expense Documentation

- Charitable donations
- Unreimbursed business of volunteer work expenses
- Child care expenses
- Alimony paid
- Tax Return preparation fees
- Investment expenses
- Education expenses
- Job-hunting expenses
- Adoption expenses
- Moving expenses
- Medical expenses

Deductions

- IRA, SEP, SIMPLE and other retirement plan contributions
- Casualty and theft losses
- Medical savings accounts
- Energy Credit Expenditures

Year-end Items Needed for Tax Return Preparation Business or Schedule C Filers

- Accountants Review Copy of your QuickBooks File (or your manual check registers and records if not using QuickBooks)
- Year-end Bank Statements for all open accounts, reconciled to books
- Year-end credit card statements for all open accounts, reconciled to books
- Year-end Loan Statements for all loans outstanding during year
- Last Four Quarterly Sales Tax Returns filed (or last one if Annual filer)

If you have Payroll:

- 941's and NYS-45's for all Four Quarters
- 940
- W-3
- Any notices received

- Invoices for any large assets purchased
- All year end tax documents (1099's etc.)
- Any IRS or State notices received. Auto Mileage (if applicable):

- Description of each vehicle used (Make & Year)
- Total Mileage for the year (all miles including personal)
- Number of miles that are Business Miles for the year.

Business Use of Home (if applicable):

- Total Sq. footage of home
- Sq. footage of space dedicated to office use only
- Mortgage Interest and Taxes (or Rent) paid for the year
- Utilities (not including phone)
- Repairs and maintenance
- Trash service
- Insurance