# LEGACY CONSULTATIONS LLC
# VERIFICATION OF INFORMATION
# NON-BUSINESS OWNERS CHECKLIST

This correspondence is to relay information to you, the client, on what documents need to be provided in order to process the income tax returns not only correctly but in a timely manner as well.

- ☐ DRIVERS LICENSE (FOR BOTH CLIENT AND SPOUSE IF APPLICABLE)
- ☐ SOCIAL SECURITY CARD (FOR EACH DEPENDENT)
- ☐ W2
- ☐ 1099 FORMS
- ☐ MORTGAGE STATEMENTS
- ☐ STUDENT LOAN STATEMENT
- ☐ PROPERTY TAXES PAID
- ☐ DONATIONS
- ☐ DAYCARE EXPENSE STATEMENT
- ☐ RETIREMENT STATEMENTS
- ☐ IF YOU ARE FILING A CHILD DEPENDENT WITH WHOM YOU SHARE CUSTODY AND THERE IS A COURT ORDER WHICH STATES WHO CAN FILE THE CHILD IN WHICH YEAR (TYPICALLY EVEN OR ODD), PROVIDE DOCUMENT OR THE OTHER PARENT CAN BE SENT A FORM TO CONFIRM
- ☐ VOIDED CHECK OR DEPOSIT FORM FOR ALL DIRECT DEPOSITS
- ☐ FOR ANY ADULTS THAT YOU ARE CLAIMING AS A DEPENDENT, YOU MUST PROVIDE PROOF THAT YOU PROVIDE AT LEAST 51% OF THEIR LIVING EXPENSES OUTSIDE OF ANY MONEY THEY RECEIVE
- ☐ FOR ALL DEPENDENTS, PLEASE STATE THE RELATIONSHIP OF THAT PERSON TO YOURSELF
- ☐ DATE OF BIRTH FOR BOTH CLIENT, SPOUSE (IF APPLICABLE) AND DEPENDENTS (IF APPLICABLE)
- ☐ EMAIL ADDRESS

If additional information is required, Legacy Consultations will contact you.  Please check the boxes beside each item you are providing and sign after the following statement:

THE INFORMATION THAT I AM PROVIDING TO LEGACY CONSULTATIONS, LLC IN ORDER TO PREPARE AND FILE MY INCOME TAX RETURNS IS TRUE AND VALID TO MY KNOWLEDGE: