CHECKLIST TO PREPARE YOUR TAXES

THIS IS A CHECKLIST TO HELP YOU PREPARE FOR YOUR TAXES THIS YEAR.

IF YOU DON'T HAVE ANY DOCUMENTS BUT THE TRANSCATION IS ON YOUR BANK STATEMENT, PLEASE PRINT OUT YOUR STATEMENT AND HIGHLIGHT THE ITEM AND NAME IT ON THE SIDE.

THANK YOU AND ANY QUESTIONS OR FOR APPOINTMENTS

PLEASE CONTACT ME AT 703-303-4992.

CHRISTINE FORREST

GENERAL INFORMATION

___ **Copy of Last Year's Tax Return: (For New Clients Only)**
___ Social Security Numbers for You and/or Your Family Members
___ Date of Birth for You and/or Your Family Members
___ Health Insurance Information: You and/or Your Family Members
___ Educational Expenses for You and/or Your Family Members
___ Dependents' Names, Years of Birth, and Social Security Numbers
___ Child Care Expenses for Each Dependent
___ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
___ Bank Account Number (BAN) (For direct deposit/debit purposes)
___ All Tax Forms

GENERAL TAXABLE INCOME

___ W-2 Form(s) for Wages, Salaries, and Tips
___ Interest Income Statements: Form 1099-INT & 1099-OID
___ Dividend Income Statements: Form 1099-DIV
___ Sales of Stock, Land, etc.: Form 1099-B
___ Sales of Real Estate: Form 1099-S
___ State Tax Refunds: Form 1099-G
___ Alimony Received or Paid
___ Unemployment Compensation Received
___ Miscellaneous Income: Form 1099-MISC

RETIREMENT INCOME

___ Retirement Income: Form 1099-R
___ Social Security Income and Railroad Retirement Income: Form SSA-1099

BUSINESS INCOME – THERE IS A SEPARATE BUSINESS CHECKLIST – PER REQUEST

___ Business Income and Expenses
- Expenses: Anything Related To Your Business

___ Rental Income and Expenses
___ Farm Income and Expenses
___ Form K-1 Income from Partnerships, Trusts, and S-Corporations

EXPENSE AND TAX DEDUCTION CHECKLIST

___ Medical Expenses for the Family

___ Medical Insurance Paid

___ Prescription Medicines and Drugs

___ Doctor and Dentist Payments

___ Hospital and Nurse Payments

___ Eye Exam and Glasses

___ Home Mortgage Interest from Form 1098

___ Home Second Mortgage Interest Paid

___ Real Estate Taxes Paid

___ State Taxes Paid with Last Year's Return (if itemized)

___ Personal Property Taxes Paid

___ Charitable Cash Contributions

- Church: Need Invoice or Amount Paid
- Off Site Charities: Need Name and Amount Given
- Donations of Items: Need Donation Slip from Organization or Detail list of Items and estimated value, name of organization and approximated date

___ Fair Market Value of Non-cash Contributions to Charities

~~___ Unreimbursed Expenses Related to Volunteer Work~~

~~___ Unreimbursed Expenses Related to Your Job~~

~~___ Miles Traveled Related to Your Job~~

~~___ Union and Professional Dues~~

~~___ Investment Expenses~~

ITEMS CROSSOUT ARE NOT ALLOWED THIS YEAR.

___ IRA Contributions

___ Child Care Provider Address, I.D. Number and Amounts Paid

___ Adoption Expense Information

___ Foreign Taxes paid

___ Student Loan Interest Paid

___ Student Expenses

~~___ Moving Expenses~~

~~___ Automobile Expenses~~

- ~~If you Purchased or Sold a Car in 2015, I need the Bill of Sale~~

___ Housing Expenses

- Purchase or Refinance of Home: Need HUD 1 (Settlement Statement)
- Upgrades and/ or Repairs: Need Receipt or Invoice

TAX ESTIMATE PAYMENTS CHECKLIST: THIS ONLY APPLIES IF YOU OWED TAXES LAST YEAR

___ Estimated Tax Payments Made with ES Vouchers

___ Last Year's Tax Return Overpayment Applied to This Year