Returning Clients Checklist

This checklist is used to make sure that you have everything needed to complete your tax return. Be sure to have all the following documents printed out and in hand at that start of your appointment. It is not necessary for you to fully fill in this form, but it is important for you to have all this information when you arrive. Please have the information in this order, it will help the appointment move quicker.

1. ____

Name: Last, First, Middle Initial **Spouse: Last, First, Middle Initial**

2. ____

Phone Number **Spouse's Phone Number**

3. ____

Email Address **Spouse's Email Address**

4. ____

Physical Address

5. **Has your filing status changed, if so, what is your status?** ________________________________

6. Any new dependents? If so, list name, DOB, SSN, and relationship to you for each new dependent.

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7. Should any dependents you claimed last year be removed? _______________________________

8. Were any of your children dependents over 19 at the end of the year? Were any of your dependent children older than 19, under 24 and full time students at the end of the year?

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9. For Direct Deposit of Refunds or Electronic Payment of balances due, we need, (if you bring a check that is fine also):

Bank Name ____
Account # ______________________________________
Routing # ______________________________________

Income: Please bring the items in this order.

1. Wages: Have all your W-2s from all jobs worked during the year.
2. Insurance: Bring any 1095 form(s) for insurance coverage.
3. Interest Income: Have all 1099-int forms from all banks that paid you interest, or the bank name and amount of interest paid to you if the form is missing.
4. Dividends: Bring all 1099-Div, or bring the Broker name and amounts if 1099-Div is missing.
5. Business Income, Self-Employed, or Free-Lance Income: Please bring all 1099-Misc forms and the total for all income you received not reported on 1099s. If this applies to you, also see "Business Income (Schedule C)" form and "Business Use of Home (8829)" if applicable. Bring any expenses related to your business. If you have a home office please include the office square footage, the overall square footage of your home (excluding the garage), any home repairs, homeowners insurance payments, and bills including water.
6. Stock Sales: If you sold stocks in a brokerage account, bring all forms 1099-B. Make sure that all cost basis (what you bought the stocks for) is listed for all the stock sales.
7. Retirement Income, Pensions, Annuities: Bring all forms 1099-R for any money you pulled out, received, or rolled over from IRAs, 401Ks, pensions, annuities, etc.
8. Rental Property and Royalties: Bring all forms 1099-Misc for Royalties. For Rental properties, make sure to bring the total income for each property for the year as well as all expense categories totaled and categorized. If this applies to you, also see "Rental & Royalty Income (Schedule E)" form.
9. Partnership, S-Corp or Trust Income: Bring all K-1s you have for any of the above entities you have ownership in.
10. Unemployment Income, Gambling Winnings, and any other income. Be sure to have all 1099-G forms for unemployment, and all W-2G forms for all Gambling Winnings. If you have Gambling Winnings, also have a total of the amount of Gambling Losses for the entire year.
11. Social Security Income: Bring all Social Security Income Statements (forms SSA-1099).

General Deductions:

1. Did you pay student loan interest, if so bring all forms 1098-E showing the amount of interest paid.
2. Did you pay any alimony? If so how much? Also provide the name and SSN of the person you paid.
3. Did you put money and how much into a Roth IRA, Traditional IRA or SEP IRA?
4. For Biz owners, Free-Lance, or Self-Employed only: Did you pay for health insurance? If so, how much?

General Tax Credits:

1. Did you pay for child care for your kids? If so, bring the amount you paid to each care provider for each child. Bring the name, address, and phone number for each care provider. And, bring the SSN of the each care provider if it is a person, or bring the EIN if it is an organization.
2. Did you, your spouse, or any of your dependents take any college courses? If so, bring the forms 1098-T you received from each school, and the amount you paid for books and materials you purchased for the college courses.
3. Homeowners only: Did you do any improvements to your home that qualified for the Residential Energy Credits? If so, how much did you spend for each improvement, and what is the nature of each improvement?

General Payment Questions:

1. Did you make any estimated tax payments? If so, how much, what are the dates, and to what tax agency?

Itemized Deductions:

1. If you have any itemized deductions please fill out the Itemized Deductions Form, provided on our website.