TAX CHECKLIST

ADDITIONAL INFORMATION

Personal Information

1. •Your social security number or tax ID number
2. •Your spouse's full name and social security number or tax ID number
3. •Amount of any alimony paid and ex-spouse's full name and social security number
4. •New Clients should bring in their most recently filed tax return

Information About Other People Who May Belong on Your Return

1. •Dates of birth and social security numbers or tax ID numbers
2. •Childcare records (including the provider's tax ID number) if applicable
3. •Income of other adults in your home
4. Proof of residence for dependents on the return. Anything with their name and your address on it.

Education Payments

1. •Forms 1098-T from educational institutions
2. •Receipts that itemize qualified educational expenses
3. •Records of any scholarships or fellowships you received
4. •Form 1098-E if you paid student loan interest

Employee Information

1. •Forms W-2

Self-Employment Information

1. •Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
2. •Records of all expenses — check registers or credit card statements, and receipts
3. •Business-use asset information (cost, date placed in service, etc.) for depreciation
4. •Office in home information, if applicable

Small Business Income

1. •Gross receipts from sales or services (Tallied before the tax appointment is preferable. Due to time constraints, clients will be charged an extra fee if the preparer has to tally receipts during the appointment.)
2. •Sales records (for accrual based taxpayers)
3. •Inventory (if applicable)
    1. ◦Beginning inventory
    2. ◦Inventory purchases
    3. ◦Ending inventory
    4. ◦Items removed for personal purposes
4. •Returns and allowances

5. •Business checking/savings account interest (1099-INT or statement)

6. •Other income

Expenses

(Tallied before the tax appointment is preferable. Due to time constraints, clients will be charged an extra fee if the preparer has to tally receipts during the appointment.)

1. •Advertising

2. •Transportation and travel expenses

    1. ◦Local transportation

        1. ▪Business trip (mileage) log

        2. ▪Log for public and local transportation and parking costs

    2. ◦Travel away from home

        1. ▪Airfare or mileage/actual expense if drove

        2. ▪Hotel

        3. ▪Meals, tips

        4. ▪Taxi, tips

        5. ▪Internet connection (hotel, Internet café etc.)

        6. ▪Other

3. •Commissions paid to subcontractors

1. ◦File Form 1099-MISC and 1096 as necessary

4. •Depreciation

   1. ◦Cost and acquisition date of assets
   2. ◦Sales price and disposition date of any assets sold

5. •Fringe benefits

   1. ◦Employer-paid pension/profit sharing contributions
   2. ◦Employer paid HSA contributions
   3. ◦**Expenses Cont.**
   4. ◦Employer-paid health insurance premiums
   5. ◦Cost of other fringe benefits

6. •Business insurance

   1. ◦Casualty loss insurance
   2. ◦Errors and omissions
   3. ◦Other

7. •Interest expense

   1. ◦Mortgage interest on building owned by business
   2. ◦Business loan interest

8. •Legal fees
9. •Office supplies
    1. ◦Pens, paper, staples, etc
    2. ◦Other consumables
10. •Rent expense
    1. ◦Office space rent
    2. ◦Business-use vehicle lease expense
    3. ◦Other
11. •Office-in-home
    1. ◦Square footage of office space (hours of use for daycare business, only square footage is required for the new standard office-in-home deduction)
    2. ◦Total square footage of home (not applicable for daycare business)
    3. ◦Mortgage interest or rent paid
    4. ◦Utilities
12. •Wages paid to employees
    1. ◦Form W-2 and W-3
    2. ◦Federal and state payroll returns (Form 940, etc.)
13. •Other expenses

1. ◦Repairs, maintenance of office facility, etc

2. ◦Other business related expenses

Business Use of Vehicle Information

1. •Log showing total miles driven for the year (or beginning/ending odometer readings), total business miles driven for the year (other than commuting), and the business purpose of the mileage

2. •Amount of parking and tolls paid

3. •If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

Rental Property Income

1. •Records of income and expenses

2. •Rental asset information (cost, date placed in service, etc.) for depreciation

3. •Expenses generally include: Transportation costs, Insurance, Repairs, Taxes paid, Interest paid and managerial fees incurred

Retirement Income

1. •Pension/IRA/annuity income (1099-R)

2. •Social security/RRB income (1099-SSA, RRB-1099)

Savings and Investments

1. •Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)

2. •Income from sales of stock or other property (1099-B, 1099-S)

3. •Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)

Other Income

1. •Unemployment, state tax refund (1099-G)
2. •Gambling income (W-2G or records showing income, as well as expense records)
3. •Amount of any alimony received
4. •Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
5. •Jury duty records
6. •Hobby income and expenses
7. •Prizes and awards
8. •Other 1099

Affordable Care Act

1. •Form 1095-A if you enrolled in an insured plan through the Marketplace (Exchange)
2. •Marketplace exemption certificate if you applied for and received an exemption from the Marketplace (Exchange)
3. •Those not enrolled in the Marketplace (Exchange) will need a copy of their 1095-B, sent by your insurance provider.

Other Deductions and Credits

1. •Receipts for classroom expenses (for educators in grades K-12)

2. •Form 5498-SA showing HSA contributions

3. •Record of moving expenses not reimbursed by employer

4. •Forms 1098 or other mortgage interest statements

5. •Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid

6. •Real estate and personal property tax records

7. •Invoice showing amount of vehicle sales tax paid

8. •Cash amounts donated to houses of worship, schools, other charitable organizations

9. •Records of non-cash charitable donations

10. •Amounts paid for healthcare insurance and to doctors, dentists, hospitals

11. •Amounts of miles driven for charitable or medical purposes

12. •Expenses related to your investments

13. •Amount paid for preparation of last year's tax return

14. •Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)

15. •Job-hunting expenses

16. •Receipts for energy-saving home improvements

17. •Record of estimated tax payments made

IRA Information

1. •Form 5498 showing IRA contributions

2. •Traditional IRA basis