Pamela J. Harris, CPA

pazcpa@comcast.net

301-606-1530

Quick List of Documentation To Bring To The CPA:

See page 2 for Small business (Schedule C) requirements

- ☐ W-2's
- ☐ 1099's: 1099R (retirement/pension) 1099B (Stocks), 1099DIV (Dividend), 1099INT (Savings Account), and/or 1099G (State Refund from last year), 1099 INT
- ☐ K1's (S-corps, partnerships in which you may have an interest)
- ☐ Mortgage Interest Statement (1098)
- ☐ Real Estate Taxes Paid (not assessed); This is usually on the 1098
- ☐ Charity Given (for non-cash items Provide: Name of Charity, date of donation, description, value of donation and estimated value of the items given.
- ☐ Settlement Statements of Purchased Sold or Refinanced Property
- ☐ Any type of education documentation received from bank or education institution (student loans/tuition)
- ☐ New Baby? Please provide social security numbers. Remember the daycare information if applicable.
- ☐ Brokerage statements for investments
- ☐ IRA/HSA/SEP/ROTH Contribution statements (Form 5498SA, 1099SA) evidence of contributions)
- ☐ A list of questions you may have
- ☐ Last year's return if not prepared by me (VERY IMPORTANT)
- ☐ Birth date for yourself, spouse and dependents (if not previously provided)
- ☐ 1095 – A, B or C – Proof of health insurance coverage
- ☐ Other tax related items: Please list __i.e Alimony, Rental Income, Hobby Income, Gambling Income, State/Local Refunds, Educator Expenses,________________

____

The following documents and forms are necessary for the completion of the Business Portion of your tax return (Schedule C)

Please supply:

- ☐ Name of Company _______________________________________
- ☐ Federal ID # of Company _________________________________
- ☐ Address of Company _____________________________________
- ☐ Type of business activity _________________________________
- ☐ Gross Revenue figure (**do not include proceeds from loans or cash infusions**) ____________________
- ☐ List of Itemized Expenses (attach separate sheet) ___________
- ☐ If using a car for business, please supply:
  Make, model and year of vehicle ____________________________
  Total miles driven for the year___________________
  Total business miles driven for the year______________

- ☐ List of all Fixed Assets purchased during the year. Supply date of purchase, description of item and cost (attach separate sheet)
- ☐ Copies of all 1099 and the 1096 prepared if not prepared by this office.
- ☐ Copies of all Credit Card statements (**issued in the business name**) showing final balances for December and beginning balance for January 2014
- ☐ Copies of all documents and interest statements for any outstanding loans (i.e. 1099-INT from bank; Amortization schedule showing payoff amount as of 12/31/13; Loan origination documents, etc)

If your company has payroll, please include:

- ☐ Copies of all 941's for the applicable tax year
- ☐ Copies of all 940's (FUTA) for the applicable tax year
- ☐ Copies of all MD withholding tax returns
- ☐ Copies of all MD unemployment tax returns.
- ☐ Copies of all W-2's & W-3
- ☐ Payroll Journal showing all deductions and reductions (401K Health Ins, etc)