**For Tax Forms**

Please send the following information. Be very precise and specific. If we input the info you give us and its wrong you will be required to pay for an additional document(s). Please double check your information and make sure you send everything we are asking for here in this checklist. As well as any additional info you feel that is relevant to your job

-Full Name

-Residential Address

-Employer/Company Name, Address & Phone # (if you don't have one we can provide this info)

-Social Sec Number/DOB

-Annual Income

-Other incomes, pensions or wages

The number of dependents are asked for on Form 1040 as well as other tax forms that you know you need. Client needs to report wages, salary, taxable interest, capital gains, pensions, Social Security benefits, and other types of income to be calculated by us.

Basically let us know what you want the document to show. Be as SPECIFIC as possible.