

## WHAT SHOULD I HAVE FOR MY APPOINTMENT?

HERE IS A SIMPLE CHECKLIST FOR YOU TO GET STARTED



W-2, earnings statement



Driver's license(s)



Social Security card or cards



Last year Federal and State return

Dependants



Social Security numbers/birthdates



### INCOME SOURCES

- W-2
- Self-employed business income and expenses/ 1099- MISC
- Commission you received or paid
- Pension or retirement income/ 1099-R
- Unemployment income/ 1099- G
- Social Security income/ SSA-1099
- Alimony paid or received
- Lottery gambling - Winning or losses (we can itemize and include losses on Sch. A)



### STATE & LOCAL TAXES

- State or local paid
- State refund amount / 1099-G
- Estimated taxes or foreign taxes paid



### FAMILY

- Medical and Dental expenses (out of pocket expenses)
  - Proof of health coverage for the year
- Child care expenses
  - Provider information (need documentation with provider tax ID and amount paid)
- Mileage records to doctor appointments



## SAVINGS & INVESTMENTS

- IRA contributions / ROTH or 401K accounts
- Interest and Dividend income / 1099-INT or 1099-DIV
  - Stocks, bonds and/or Mutual Funds
    - Statement on stock or bonds sales 1099- B



## WORK EXPENSES

- Uniforms, union dues/expenses, dues to professional societies,
- licenses and regulatory fees
- subscriptions to professional journals/trade magazines
- tools/supplies used in your work
- occupational taxes
- passport for a business trip
- travel, transportation
  - Plane, train, car rentals
  - Parking fees (tolls, meters, parking garage fees,/EZ Pass )
  - Mileage to and from Business related events/meetings/jobs
- meals,entertainment, gifts and local lodging related to your work.
- Job-related educational expenses



## EDUCATIONAL EXPENSES (Unreimbursed)

- Classroom expenses (teachers/educators)
- Tuition, books, supplies/equipment needed for a course of study
  - notebooks/pens/calculators/ computers/laptops
  - Ebooks,education fees
  - non-academic fees
  - student activity fees, athletic fees
- Student loan interest / 1098-E
- 1098- T tax form (can receive this from the school you attend)



## OTHER

- Charitable donations, cash and non-cash (clothing, furniture, vehicles ETC)
- Casualty or theft losses
- Mileage records for travel to and from Goodwill, Salvation Army, charity events, volunteer work

- Purchase of home
- Purchase of vehicle (taxes paid on vehicle)
- Real Estate (purchase and/or sale)
- Home improvements (windows, roof, water heater ETC)
- Fees paid for tax return (previous year)

- **Copy of previous year return**
- **Bank Information**
  - **Account number/ routing number (Efile)**

## ADDITIONAL INFORMATION FOR PRIVATE CONTRACTORS, SELF EMPLOYED, 1099 WORKERS



### INCOME SOURCE

- 1099
- Contract work
  - Invoices from payments received (need a total of your income received for the year)
  - Paypal , Shopify ETC (Payments received through these payment methods)



### SOFTWARE SUBSCRIPTIONS

- Google Drive, Google Apps
- Adobe Suite
- Microsoft Office
- Web Domain subscriptions (ex: Go Daddy)



### UPFRONT INVESTMENTS (CAPITAL INVESTMENTS)

- Purchase or rental of business property
- Repairs of office space/building
  - Contractors
  - Supplies for repairs (tools, drywall, paint etc;)
- Security system (installation, monthly subscription)



### PROMOTIONAL COST

- Business vehicle
  - Logo wrapping of vehicle
- Business cards/Tshirts/pamphlets/brochures ETC;
- Promotional pictures (expenses to produce the pictures or hiring a contractor to photograph the pictures)
- Outside printing of promotional items (EX: Staples)



## **OPERATION EXPENSES**

- Clothing (expense for work related clothing)
    - Maintenance of clothing (dry cleaning, laundry)
  - Processing Systems (to take payments)
    - Service fees
    - Monthly/Yearly cost for system
  - Long Distance Service
  - Office Furniture / Equipment
  - Internet cost
  - Business phone (must be used just for business)
    - Landline/ mobile phone
  - Business meals / Entertainment (must be able to prove these transactions)
  - Mortgage (office building and/or at home office- mortgage for your home)
    - Insurance (office/home office)
    - Utilities (office/ home office)
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