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Lexington KY 40508

Individual Taxes

Items to bring with you for your tax appointment

(Note that not all of these may apply.)

INCOME

- LAST YEAR'S tax return not prepared in our office – Federal, State and Local
- W-2's
- 1099's for Interest and Dividends
- 1099 B's or year end investment statements
- Stock/Bond transaction information if not included on year end 1099B
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes
- IRA, Pension or retirement distribution information – may be on a 1099R
- IRA Rollover/conversion information

ITEMIZED DEDUCTION INFORMATION

- Medical costs – only required if significant. Must meet minimum of 7.5% of your AGI.
- Tax payments to State or Local governments – may include income, per capita, LST, or estimated payments made for during the year to any state, city or municipality
- Real Estate Taxes
- Mortgage interest.
- Mortgage insurance
- Charitable Contributions – cash and non cash. Summarized by charity name.

CREDIT INFORMATION

- Child Care Information including name, address, phone number, EIN and Amount paid.
- Residential Energy Credit Applicable Purchases
- Education Credit Information – Tuition
- **ANY ESTIMATED TAX PAYMENTS SENT IN DURING THE YEAR**

Self Employed Information

SELF EMPLOYMENT INCOME – This applies if you received any 1099-MISC forms or worked as a subcontractor

Best prepared on QuickBooks. Please print a CASH BASIS Balance Sheet and Profit and Loss Comparative so it shows current and prior year information. If you do not use an accouting software please request a Sch C for you to complete.

- Income, Revenue, Sales
- Cost of goods sold – This is the amount you paid for what you resold
- Advertising
- Car and Truck Expenses (I can send you another worksheet that details out the information I need)
- Subcontractor costs
- Insurance
- Health Insurance – please have this amount separate
- Interest – if any for large loans on equipment or working capital
- Legal and Professional Fees
- Office Expenses
- Rent
- Repairs and Maintenance
- Supplies
- Taxes and Licenses
- Travel – out of town – hotels, rental cars, airlines
- Utilities
- Telephone
- Internet, if separate
- Payroll – This should tie into your 941 reports
- Payroll Taxes
- Workers Comp Insurance
- Bank Service charges, Merchant Fees, Credit Card Processing Fees
- Dues and Subscriptions, Membership fees to professional organizations
- Continuing Education
- Postage and Delivery
- Meals
- Entertainment
- Computer Expenses
- Tools
- Uniforms
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate

HOME OFFICE

- Total Home square footage
- Office Square footage. This space must be used EXCLUSIVELY and REGULARLY for business
- Mortgage Interest
- Real Estate Taxes
- Home Owners Insurance
- Home Owners Association Fees
- Utility Costs – Electric, Gas, Oil, Sewer, Trash. Report separately
- Telephone/Internet
- Purchase price of home for depreciation of home office