

David K. McCoy

Certified Public Accountant

Items to Bring to Your Tax Appointment

A question we get asked a lot: *What do I bring with me for my tax appointment?*

For Individuals, items that you should bring to your appointment or drop off for your tax return preparation are listed below. Please note that some of these items may not be applicable to you. Provide the documents that relate to your tax situation:

- All W-2's
- All 1099's
- Mortgage Interest Statements
- Car registration
- Donations
- Settlement Statements regarding the purchase, sale, or refinance of property
- Rental Property Income and Expenses
- Sole Proprietorship Income and Expenses
- Schedule K-1's received from businesses, trusts, and/or estates
- Farm Income and Expenses
- Any other tax documents or forms received
- Copies of social security cards for new clients and/or new dependents

For Businesses (S-Corporations, Partnerships, LLC's, C-Corporations), please provide the following applicable documents:

- If you use QuickBooks, provide a back up of your file or access to your online version
- If you do not use QuickBooks, provide a balance sheet and a profit and loss statement
- Copies of business bank statements and reconciliation reports
- Copies of business credit card statements and reconciliations reports
- Copies of yearend statements or amortization schedules for outstanding loan balances
- Invoices and/or receipts of new assets purchased during the year

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Businesses (Continued)

- List of any assets sold, junked, or disposed of during the year. If so, provide the details of the sale.
 - Copy of Annual Form W-3 for calendar year businesses who have employees (a payroll summary or report for businesses with a fiscal yearend)
 - Copy of Shareholder W-2s for all owners for calendar year corporations
 - Details of any applicable loans, distributions, and/or investments made by owners to the business
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For Trusts and Estates, please provide the following applicable documents:

- Death certificate
- Trust documents
- Last will and testament of decedent
- Appraisals of any property owned by decedent or trust
- Names, addresses, and social security numbers of beneficiaries
- Settlement statement of any property transactions

First year clients should bring up to three years of previously filed tax returns, including copies of depreciation schedules for both Federal and State (when applicable).