Note- this is an aid, some items may not be applicable to your situation.

- ☐ New Clients provide a copy of your prior three-year returns.
- ☐ Any notices and correspondence you receive from the IRS, state, or local tax authority.

Income

- ☐ All W2S received for you and your spouse, if applicable.
- ☐ Form 1099-INT, 1099-DIV, 1099-B (ALL PAGES), 1099-S
- ☐ K1s from partnerships, S corps, and trusts.
- ☐ 1099-R, Statements of distributions from retirement accounts.
- ☐ 1099-SSA, Statements of Income from Social Security
- ☐ Any Cancellation of Deb reported on 1099-C or 1099-A
- ☐ Records of other income which could include Unemployment (1099-G), State tax refunds, Gambling income & losses, Spousal support/Alimony, Jury Duty, Hobby Income/ Expenses, Prizes and Awards
- ☐ Closing documents (Final HUD Settlement statement) on any real estate transactions. Original purchase settlement sheet and sale

Deductions

- ☐ Any spousal support/alimony you paid, including the social security number of recipient.
- ☐ Health Savings Account Contributions (Form-5498) and Distributions (1099-SA)
- ☐ Traditional IRA or Roth IRA Contributions (Form 5498)
- ☐ Health Insurance- Form 1095-A, 1095-B, 0195-C. you may need to log into your healthcare's website to download your 1095.
- ☐ College- 1098-T- Costs of Tuition, books/supplies/equipment, fees paid.
- ☐ Student loan interest paid Form 1098-E

☐ Details of estimated tax payments paid to IRS, State, Local Tax

Itemized Deductions

- ☐ Medical expenses including co-pays, prescriptions, dentists, eye doctors, hospital, medical mileage.
- ☐ Health insurance if paid out of pocket.
- ☐ Long term care insurance premiums
- ☐ Mortgage interest- 1098
- ☐ Real estate taxes if not include on form 1098.
- ☐ Personal property taxes
- ☐ State and local income taxes paid in addition to amounts withheld on paychecks.
- ☐ Investment interest expenses including margin account interest and interest on investment property.
- ☐ Total cash, check or card contributions to charitable organizations.
- ☐ Total volunteer miles driven.
- ☐ Union dues, job hunting expenses, unreimbursed employee expenses including travel, supplies, equipment, professional association dues, and non-commuting business miles.

Credits

- ☐ Dependent care expenses including amount paid, provider's name, address, telephone, and tax ID number.
- ☐ Adoption expenses if you adopted.
- ☐ Residential energy credits including costs for solar electric and water heating.
- ☐ I you received a First Time Homebuyers Credit in prior years, please make sure we have records of the original purchase and any correspondence from the IRS regarding the credit.
- ☐ Business, Rental and Farm Income
- ☐ Quickbooks Copy- If used for bookkeeping
- ☐ All Income/ Expenses if you use some other method of Bookkeeping. (Balance sheet, Income statement and general ledger of Excel)
- ☐ Copies of business bank statements if you have not reconciled your checking account.
- ☐ Any 1099-MISC and 1099-K received for your business.
- ☐ Records of all major purchase of $50 or greater for machinery, equipment, and furniture. Include date of purchase and item description
- ☐ Inventory records (beginning and ending inventory) and purchased.
- ☐ Mileage logs. Include both Business and total miles you drove between January and December.