2019
TAX INFORMATION CHECKLIST
(Items to Bring to Your Appointment)

1) Tax Forms/Letters received from the IRS and any State Taxing Agencies –**if applicable**.

2) All documents and records of wages earned (W-2's, W-2G, 1099-R, 1099-Misc, 1099-G and any other 1099's, gambling winnings, etc…)

3) All interest and dividends statements earned from banks, credit unions, savings and loans, mutual funds, money market funds, stocks, etc. (Also include any tax exempt interest account information)

4) Any stock, mutual funds, and money market purchases and sales made throughout the year. Purchase and sale statements relating to securities transactions. **All statements are necessary to establish basis of purchase. It is necessary to have original purchase amount and date and selling price and date – should be on your statements as IRS requires this.**

5) All self employment income and expenditures and any necessary information related to the business such as: auto mileage logs and maintenance records, car insurance statements, office supplies, telephone receipts, home square footage and office space square footage if in-home deduction is taken, and any and all other receipts and records related to your business.

6) All Business K-1 schedules showing income and deductions from all partnerships, estates, trust, or S-corporations.

7) All rental property income and expenditures to include detail of the expenditures for the property. Depreciable assets for rental property, including receipt from purchase of the asset. Any closing documents.

8) All mortgage interest paid including home equity, line of credit and refinance loans. Closing documents necessary for refinanced loans. **The RESPA/HUD1 (closing/settlement) statement is very important to bring!**

9) Current year Property Tax bill and any disputed/ appealed property taxes paid, please bring documentation.

10) All real estate sales and/or purchases. Closing statements and other documentation regarding sales, purchases or refinancing of property (Settlement Statement) along with a list of all improvements made to the property.

11) Documentation of all charitable contributions such as:
    *Cash and check donations – please have documentation of all donations.
    *Non-cash contributions such as AMVETS and Salvation Army (Receipts are required for all donations , vehicle donation requires supported documentation of value from agency vehicle was donated to.) Photos and itemized statements MUST be kept to substantiate the deduction for the IRS.

12) All medical expenses paid and any insurance reimbursements received. Medical expenses include doctor, dentist, prescriptions, eyeglasses, medical insurance premiums paid by you, and medical related mileage. If you participate in a pre-tax medical plan (i.e. Flex spending plan) you will need the documentation separating the charges paid by the plan and paid out-of-pocket. Any insurance payments made – post tax.

13) All non-reimbursed employment expenses such as educational expenses, union dues, license fees, uniform and uniform cleaning cost, equipment, and other types of employment expenses. These are NOT deductible for tax years 2018-2025 unless in the arm services.

14) Documents of all Savings Bonds sold and Educational Bonds purchased and sold.

15) Documentation of any **estimated** tax payments made throughout the year to include dates payments were made. Bring canceled checks if you have them, if checks are not available please have **amount and date paid**.

16) Social Security Numbers and birth dates for you, your spouse and any of your dependants. AND copy of drivers' license/ state ID or passport. **Tax Return Cannot Be Submitted Without These Numbers!!**

17) Childcare expenses and receipts. Provider's tax identification number and address. Documentation of childcare payments made with pre-tax payments. If you have dependent care Flex Spending, please provide the amount paid into the plan and any additional amount not paid by the plan.

18) Documentation of any withdrawals from IRA, KEOGH, and SEP accounts or **any** other retirement accounts. Receipts of lump sum payments from any pension fund, profit sharing or 401K plans. Any Roth Rollover documentation.

19) Documentation of any change in marital status **or** dependents. (need copy of social security card, or divorce decree)

20) Prior years State Taxes paid or refunds received. **Only if new client**

21) Copy of previous tax return(s) if you are a **new client only**.

22) Health insurance coverage verification and payments made to include amounts and dates of payments.

23) All **Unemployment** payments received from all applicable States. Taxes can be withheld on the payments received. If you don't receive a statement, please call and have a new statement sent – we need this to file. You **MUST** have the unemployment form in order for us to do the taxes with ALL the correct information.

24) Records concerning all lottery winnings, prizes, jury duty or any other income received.

25) Copies of any estimated tax payments made for Federal and/or State taxes made for **businesses** with K-1 distributions.

26) All out-of-state **(non-Illinois)** State Tax forms or documents received, which may be helpful when completing non-Illinois State Tax Returns.

27) Educational expenses for all family members – note schools will send a 1099T form for tuition paid

28) Documents from Social Security for benefits received during the year – regular, disability, death, etc.

29) If you purchase a new home and/or rental property, we need your closing / settlement documents.

30) Copies of All estimated tax payments made, both Federal and State(s)– tax coupons and checks for verification

31) Bank Name, Routing Number and Account Number for all direct deposit of **ALL** refunds and payments to be made to taxing agencies

32) Verification and documentation that all individuals were covered for Healthcare per Affordable Care Act.

33) ALL TAX RETURNS ARE ELECTRONICALLY FILED – IN ACCORDANCE WITH NEW IRS LAWS.

34) ANY AND ALL QUESTIONS AND CONCERNS RELATED TO YOUR TAX PREPERATION AND FUTURE TAX PLANNING!

REFERRALS ARE WELCOME AND APPRECIATED!!

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