

Tax Preparation Checklist

We offer clients this tax preparation checklist to help gather and organize their tax information. Please use this as a guide and remember that some items might not apply to you and there might be other items that are not included.

Do you owe any alimony or child support? Yes No
Do you owe any Federal money (e.g. student loans)? Yes No

Personal Information

Please list all information for you, your spouse and your dependents. (If you have additional dependents, please list them on the back of this page)

<u>First Name</u>	<u>Last Name</u>	<u>DOB</u>	<u>SSN</u>	<u>Relationship</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Cell Phone</u>	<u>Home Phone</u>	<u>Email</u>
_____	_____	_____

Address (including city/state)

Bank Information

<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Checking/Savings?</u>
_____	_____	_____	_____

Health Insurance

Do you have qualified insurance for the year 2015? Yes No
Do you have the supporting documents (1095-A, B or C)? Yes No

Signature Date

Information about your income

Quantity

<input type="text"/>	W-2 forms for you and your spouse	
<input type="text"/>	1099-C forms for cancellation of debt	
<input type="text"/>	1099-G forms for unemployment income or state or local tax refunds	
<input type="text"/>	1099-MISC forms for you and your spouse (independent contractor work)	
<input type="text"/>	1099-R, Form 8606 for payments/distributions from IRA's or retirement plans	
<input type="text"/>	1099-S forms for income from the sale of property	
<input type="text"/>	1099-INT, -DIV, -B, or K1's for investment or interest income	
<input type="text"/>	SSA-1099 for Social Security benefits received	
<input type="text"/>	K-1 from business pass-through entities	<input type="text"/>
<input type="text"/>	Alimony received	
<input type="text"/>	Business/Farming income: profit/loss statement, capital equipment information	
<input type="text"/>	Rental property income and expenses	
<input type="text"/>	Miscellaneous income: jury duty, gambling winnings, scholarships, education plans	

Adjustments to your income

The following items can help reduce the amount of your income that is taxed, which can increase your tax refund or lower the amount you owe.

<input type="text"/>	Form 1098-E for student loan interest paid (or loan statements for student loans)	
<input type="text"/>	Form 1098-T for tuition paid	
<input type="text"/>	Receipts for any qualified energy-efficient home improvements (e.g. solar, windows, etc)	
<input type="text"/>	Records of Medical Savings Account (MSA) or Health Savings Account (HSA) contributions	
<input type="text"/>	Self-employed health insurance payment records	
<input type="text"/>	Records of moving expenses	
<input type="text"/>	Alimony paid	
<input type="text"/>	Keogh, SEP, SIMPLE and other self-employed pension plans	

Deductions and Credits

The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You will need to the following documentation to make sure you get all the deductions and credits you deserve.

Quantity

Child care cost: provider's name, address, tax ID and amount paid

Education cost: Form 1098-T, education expenses

Adoption cost: SSN of child, records of legal, medical and transportation costs

Forms 1098: Mortgage interest, private mortgage interest (PMI) and points you paid

Investment interest expenses

Charitable donations: cash amounts, official charity receipts, canceled checks, value of donated property, miles driven and out of pocket expenses

Medical and dental expense records

Casualty and theft losses: amount of damage and insurance reimbursements

employee expenses (uniforms, supplies, seminars, continuing education, publications, travel etc.)

Records of home business expenses, home size/office size, home expenses

Rental property income/expenses: profit/loss statement

Taxes you have paid

State and local taxes paid

Real estate taxes paid

Personal property taxes paid

Vehicle license fees based on value of vehicle

Other information

Estimated tax payments made during the year (self-employed)

Prior year refund applied to current year and/or any amount paid with an extension to file