

Tax Preparation Checklist

New Clients: Upload a copy of last year's tax return.

Identifying Information

- Social Security Numbers for yourself, your spouse and your children. Note that all social security numbers must agree with Social Security Administration records. If a woman is married and does not officially change her name by bringing her **original** marriage license to the Social Security Administration, she must file under her maiden or prior married name.
- Child and Dependent Care Provider : If it is necessary for you to have someone care for your child(ren) while you work because you are single, or you are married and both spouses work, if the child is under age 13, you can deduct the cost of the child care. You may also deduct the cost of care if someone is caring for your disabled spouse while you work. In either case, we need the providers name, address and tax I.D or Social Security Number.
- Alimony paid: If you pay alimony or maintenance (**not child support**), we need the Social Security Number of your former spouse.

Employment & Income Data (Please bring originals or copies of these documents.)

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income: Forms 1099-MISC* (See note about business expenses below)
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms SSA-1099 or RRB-1099
- Gambling and lottery winning, Form W-2G** (See note about gambling losses below.)
- Prizes and awards, Form 1099-MISC
- Scholarships and fellowships, Form 1099-MISC

- State and local income tax refunds: Form 1099-G

- Rent or Royalty Income: Form 1099-MISC

Miscellaneous Income (Please provide us with a total received from Miscellaneous Income Sources, examples follow.)

- Alimony
- Jury duty pay
- Rent *** (See note on rental expenses below.)

Homeowner Data

- Mortgage interest from all mortgages: Form 1098
- Purchase or sale of your home or other real estate: If you bought or sold a home this year, we need the HUD-1 statement from the closing package your attorney should have provided you with. This is a one-page, legal-size, two-column form summarizing all financial transactions. One column should list Credits to Buyer and one Credits to Seller. There may be an attachment with details.
- Name, address and social security number of person holding a private mortgage you are paying. If you have an amortization schedule, please bring it. We will keep a copy in your file.
- Real estate taxes paid if your mortgage is not escrowed: If you pay into an escrow account and the bank pays your real estate taxes, they are probably listed on your mortgage statement (Form 1098). If not, you need to find the one or two tax payments which cover the calendar year 2005. You can either locate the actual receipt from the taxing authority or check through your checkbook register or cancelled checks.

Moving Expenses

If you moved more than 50 miles away from your former home and you are now working in the new location, you may be eligible to deduct the cost of moving. You need to gather the costs for moving your family and your household items.

Investment and Bank Accounts (Please bring original forms or copies.)

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B. If your brokerage house does not provide cost basis information (usually a separate year-end statement), you will need to gather information on how much you paid for stocks sold. If you inherited them and you don't have a statement of the value of the inheritance, if you can provide us with the date, we can figure it out.

- Retirement plan distribution: Form 1099-R

Financial Liabilities

- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

Expenses (Note: You do not need to bring all of your receipts to your tax preparation appointment. You only need to bring the total amounts. Of course, if you prefer, you can bring the receipts, and we will total them for you.)

- Your medical expenses **ONLY** if they are likely to be more than 7.5% of your income. For most working people with decent medical insurance coverage, a medical deduction is unlikely. However, many seniors who have significant expenses and lower income qualify for the deduction. If you fit into the former category unless you have a year with a huge dental bill or an expensive uncovered non-cosmetic surgery (like laser eye surgery), it's probably not worth it to gather your receipts. However if you feel you might have enough for a deduction than all doctor, dentist, hospital, lab, eyeglass, prescription drug, and medical insurance premium costs count as does the cost of getting yourself to medical facilities. You can use either the mileage method for car travel or deduct cab fares.

- Gifts to charity (Note: You need a qualified written statement from charity for any single donations of \$250 or more), We have included on our website a link to the Salvation Army Guide for clothing and other non-cash charitable contributions. If you bring a list of the contributed items to our office, we can compute the value or you can use the link to compute it yourself. You may also deduct the expenses related to your volunteer work: If you use your car for volunteer work, we need mileage date. Otherwise, any supplies or telephone charges, etc. can be deducted.

- Unreimbursed expenses related to your job (travel expenses, uniforms or work clothing, union and professional dues, subscriptions to business publications, mobile phone charges that relate to your work, tools or supplies your purchased for use at work, etc.) You cannot deduct the cost of commuting to and from work, but any additional mileage is deductible. So, if, for example, you use your own car to go between two different work locations or you use your own car to run errands for your employer or visit clients, you may deduct 48.5 cents a mile for all business miles driven between Sept. 1 and Dec. 31, 2005, or 40.5 for the first eight months of 2005.

- Investment expenses: (i.e., Investment publications, telephone calls to investment advisors or management fees paid to investment companies.)

- Job-hunting expenses (i.e., resume printing or faxing, mileage, overnight travel)

- Job-related education expenses, if education is required for your job.
- Child care expenses
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

***Self-Employed Business Expenses** (applies to almost anyone receiving a 1099 for non-employee compensation.)

(Note: You do not need to bring all of your receipts to your tax preparation appointment. You only need to bring the total amounts. Of course, if you prefer, you can bring the receipts, and we will total them for you. **If you have an ongoing business with expenses that cover many categories, you should probably bring your business receipts or checkbook at least a week in advance of your tax appointment.)**

- Business-related expenses: Receipts, other documents & own records
- Business Vehicles: Mileage log or other information regarding vehicle usage. If vehicle is leased, we need a total of lease payments made during the year plus total expenses for insurance, gasoline and repairs. If vehicle is owned, for ease, IRS mileage method can be used to approximate all expenses based on mileage. You may deduct 48.5 cents a mile for all business miles driven between Sept. 1 and Dec. 31, 2005, or 40.5 for the first eight months of 2005.

*****Rental Expenses** If you rent real estatate, you will need the following information. If the rental is part of your home, you need to know the percentage of your home that is rented.

(Note: You do not need to bring all of your receipts to your tax preparation appointment. You only need to bring the total amounts. Of course, if you prefer, you can bring the receipts, and we will total them for you.)

- Mortgage and real estate taxes
- Repair and maintenance costs, including landscaping, snow removal.
- Utility charges, if you pay them.
- Insurance premiums paid.

Miscellaneous Information

(Note: You do not need to bring all of your receipts to your tax preparation appointment. You only need to bring the total amounts. Of course, if you prefer, you can bring the receipts, and we will total them for you.)

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions.

- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

****Gambling Losses**

- You may deduct the amount of gambling losses up to the amount of winnings. If you have winnings, you need to be able substantiate your losses. Casinos will often supply statements if you use their courtesy cards when you play.