Common items to bring to your tax appointment

(Note that not all these may apply to you)

Income

- Last Year's tax return not prepared in our office – Federal and State Return
- W-2
- 1099 for Interest and Dividends
- 1099-B or years end investment statements
- Stock/Bonds transaction information if not included on year end 1099B
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes
- 1099-R IRA, Pension or retirement distribution information
- 1099 R IRA Rollover/Conversion information
- 1099-G Unemployment information or state refund

Adjustments to Income

- HSA contributions/withdrawal information and year end account balance
- Moving expenses information if you relocate for employment and all expenses were not reimbursed by employer
- 1098 Student loan interest
- 1098 -T Tuition, books, fees to qualified institution. **Proof of payment of tuition also required attach a copy payment receipt**

Itemized Deduction Information

- Medical costs and insurance premiums paid for out-of-pocket expenses must exceed 7.5% of your AGI
  - Totals for categories like Prescriptions, Vision, Medical, Dental, etc.
  - Total for medical miles only
  - Please do not send receipts or list with out totals. I will have to charge accordingly for my time.
- Tax payments to state or local governments – may include income, estimated payments made for during the year to any state, city or municipality.
- Real Estate taxes paid
- Mortgage interest statement
- Equity Line Mortgage Interest. TCJA requires that the use of the funds be detailed and only interest related to funds used to buy, build or substantially improve a personal residence can be deducted. Please provide a history of the use of your home equity line if you want this deduction.
- Charitable Contributions – cash and non-cash. Summarized by charity name. Non cash donations over $500 **MUST** have a valid donation slips with dates, charitable organization information, donated items, value at time of donation, and purchase price to receive the credit.

Various Credits

- Child Care Credit, must include name, address, phone number, EIN and amount paid per child.
- Residential Energy Credit Applicable Purchases
- Estimated tax payments sent in during the year must include date sent and amount paid both federal and state.
- And credits involving dependents must fill out Due Diligence Form

Worksheets are available for Farming, Farm Land Rental, Rental Property, Day Care, Small Business, Salon, Truckdriver

Rental Properties

- Rental income
- Advertising
- Cleaning and Maintenance
- Commissions
- Insurance
- Professional Fees
- Management expenses
- Mortgage interest
- Real estate taxes
- Repairs
- Supplies
- Rental permits or license fees
- Utilities
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate

Self-Employment Income – Applies to all 1099NEC, cash basis, or sub-contractor

- Income, Revenue, Sales
- Cost of goods sold – This is the amount you paid for what you resold
- Advertising
- Car and Truck Expenses – worksheet available
- Subcontractor costs
- Insurance
- Health Insurance – please have this amount separate
- Interest – if any for large loans on equipment or working capital
- Legal and Professional Fees
- Office Expenses
- Rent
- Repairs and Maintenance
- Supplies
- Taxes and Licenses
- Travel – out of town – hotels, rental cars, airlines
- Utilities
- Telephone
- Internet, if separate
- Payroll – This should tie into your 941 reports
- Payroll Taxes
- Workers Comp Insurance
- Bank Service charges, Merchant Fees, Credit Card Processing Fees
- Dues and Subscriptions, Membership fees to professional organizations
- Continuing Education
- Postage and Delivery
- Meals
- Entertainment
- Computer Expenses
- Tools
- Uniforms
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate

Home Office

- Total Home square footage
- Office Square footage. This space must be used EXCLUSIVELY and REGULARLY for business
- Mortgage Interest
- Real Estate Taxes
- Home Owners Insurance
- Home Owners Association Fees
- Utility Costs – Electric, Gas, Oil, Sewer, Trash. Report separately
- Telephone/Internet
- Purchase price of home for depreciation of home office