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TAX PREPARATION CHECKLIST

Please provide the documents below as applicable

- Form(s) **W-2** (wages) forms from each employer during the year
- Form(s)**1099-A, 1099-B, 1099-C, 1099-DIV, 1099-G, 1099-H, 1099-INT, 1099-K, 1099-LTC, 1099-MISC, 1099-OID, 1099-Q, 1099-R, 1099-SA, etc.**
- Form(s) **K-1** (income/loss from partnerships, S-Corporations, trusts, or estates)
- Form(s) **1098** (home mortgage interest statements)
- **Property tax** statements
- **Closing statements** that pertain to real estate transactions and the corresponding purchase agreements including any **refinancing documents**
- **Vehicle Registration Renewal Notice (originals)** for cars, motorcycles, RV's, boats or other water craft
- **Brokerage statements** from stock, bond or other investment transactions. *Keep in mind that if you sold any of these items during the year you will need to bring in the basis (original cost). This information can be retrieved from the companies that originally sold you the item(s) in question.*
- All other **supporting documents** (schedules, checkbook registers, etc)
- **IRS/FTB notices** received throughout the year if applicable
- **Social security cards** of all people to be claimed on the tax returns including the taxpayer, spouse, and dependents (New Clients Only or if there is a new dependent)
- **Medical expenses**: insurance, co-pays, prescriptions, lab fees, hospital and doctor charges, mileage, dental, optometry, etc
- **Contributions** to charities whether by cash, check, credit cards, or goods, and mileage
- **Engagement letter** will be sent out approx 2 weeks prior to appt.
- New clients: **Last 3 year's tax returns** with **all** relevant **social security cards**
- List of all **estimates** made for current year, both federal and state. How much and when were payments made?
- If a **payment plan** was established for your previous year taxes (federal and/or state), have all the payments been made for that year? When and how much?
- For direct deposits of refunds, we will need **bank routing and account numbers**. Names on the bank account must match the name(s) on the tax return.
- Did you move from **another state** or have property in another state? Bring deductible support of move and/or property deductible expenses and income.
- **Divorce decree/Separation agreement** especially concerning children's exemptions and spousal support or alimony.

ITEMS YOU NEED TO BRING WITH IN FOR THE BUSINESS PORTION OF YOUR RETURN (SCHED 'C) for SOLE PROPRIETORS AND THE SELF-EMPLOYED

- PROFIT AND LOSS STATEMENT
- BALANCE SHEET
- GENERAL LEDGER
- PAYROLL TAX RETURNS