

TAX INFO CHECKLIST

Please provide the following items:

INCOME DOCUMENTS:

- W-2s (wages; bring all copies) and W-2Gs (lotteries, gambling winnings)
- 1099-INT (interest income) and 1099-DIV (dividends)
- 1099-R (pensions, annuities, IRAs) & SSA-1099 (Social Security income)
- 1099-MISC, 1099-NEC, 1099-K (self-employment, rental income, credit card sales)
- 1099-B (proceeds of stock sales) & 1099-S (real estate sales)
- K-1s (from partnerships, S corporations, estates or trusts)
- 1099-G (state tax refunds, unemployment compensation)
- Other (Jury Duty, Alimony, Unreported Tips, Bartering, Foreign Accounts)

OTHER ITEMS:

- for stock sales: dates bought & sold, original cost and sale proceeds
- real estate transactions: settlement sheets (buy & sell) & improvements
- self-employment income & expenses (see reverse)
- rental-property number days of personal use & days rented at FMV; income & expenses (see reverse)
- identify types of new vehicles purchased/traded-in for business purposes
- home office & business vehicle expenses (see reverse)
- alimony paid or received (if divorce finalized before 12/31/18)
- contributions to IRAs, SEPs, SIMPLEs, etc. and ending IRA values
- interest paid: mortgage interest (1098), investment interest expense, student loan interest
- medical: doctor, dentist, lab, eyeglasses, drugs, health & long-term care ins.
- health care coverage: Form 1095-A, 1095-B, or 1095-C as applicable for you, your spouse and your dependents
- taxes paid: real estate, personal property, state & local income, foreign
- charitable contributions: money & property (clothing, cars-1098C, etc.)
- employee business expenses - deductible for PA, NOT for federal returns (include statement from employer for this tax year)
- tax credit info: child care, college tuition & expenses, adoption, foreign tax
- child tax credit (paid in advance): IRS Letter 6419
- canceled estimated tax checks (federal, state, local-original or photocopies)
- moving expenses (armed services only), household employees, HSA information, federally declared casualty losses
- new dependent SSNs & date of birth, adoption expenses
- letters from the IRS, state or local tax authorities which you have not already discussed with me; IP PIN (if applicable)
- new clients: copies of old tax returns for federal, state & city/local (2 yrs)
- WallaGram and Drop Off Clients: signed engagement letter, IRS Consent Forms, and Client Tax Information

Reminder: in an audit, the IRS may require proof of the income & deductions you claim on your tax returns
IF YOU WOULD LIKE A PERSONALIZED ORGANIZER BASED ON LAST YEAR, PLEASE CALL OUR OFFICE
Various Log books are available upon request.

Some Common Business Expenses

This is not a complete list and is only meant as a guide. Some items may not pertain to your business and you may have other expenses not listed below. If you have questions about whether an item may be deductible, we can help you determine if it is valid for your particular situation or not. You do not need to bring your receipts to your appointment, but you should be able to provide them if asked. For an additional bookkeeping charge, we can sort through your receipts for you. **You must take responsibility for the accuracy and validity of your business expenses.**

Business (Schedule C):

Advertising	Bank Charges	Books, Journals	Cleaning & Maintenance	Conference Fees	Continuing Education	Dues & Subscriptions
Internet Access	Inventory	Liability Insurance	Malpractice Insurance	Business Meals	Office Supplies	Postage
Repairs	Subcontractors	Telephone	Tools	Travel, Parking & Tolls	Licenses & Professional Dues	

Home Office (limitations may apply depending on your circumstances):

Alarm System	Cleaning & Maintenance	Gardening & Snowplowing	Internet Access	Mortgage Interest	Office Supplies	Pest Control
Real Estate Taxes	Repairs	Telephone	Trash Removal	Utilities		

Rental Property (Schedule E):

Advertising	Alarm System	Association Fees	Cable TV	Cleaning & Maintenance	Gardening & Snowplowing	Inspections
Legal & Professional Fees	Painting & Decoration	Repairs	Telephone	Trash Collection	Travel, Parking & Tolls	Utilities