# Tax Return Preparation and Tax Deduction Checklist

Please use this tax return and tax deduction checklist to help facilitate the preparation of your personal income tax return. This checklist will assist you in gathering the important tax records and documents that you will need in order to enable our Firm to prepare your personal income taxes.

Please remember, that you are responsible to support and backup the items of income and deduction on your tax return with relevant tax records and documents. You may be required to present such documents upon audit from Federal and State agencies.

Please print this checklist and check off those items which are relevant to your tax return. Please bring in (or mail) the checklist and the corresponding tax documents so that our Firm may assist you with the preparation of your personal income tax return.

## General Information

- ___ Copy of Last Year's Tax Return (**For New Clients Only**)
- ___ Notification Of Change In Address, Current Physical Address, and Current Mailing Address
- ___ Copies of Social Security Cards for You and Your Spouse (If not (previously provided)
- ___ Dependents Names, Years of Birth, and Social Security Cards (If not previously provided or if you have a new dependent)
- ___ Copies of Health Insurance Cards for You, Your Spouse, and Dependents
- ___ Form 1095-A, Form 1095-B, Form 1095-C, Employer Health Insurance Statement
- ___ Bank Account Number, Routing Transmit Number (RTN), and account Type (savings or checking) (For direct deposit/debit purposes)

## General Taxable Income

- ___ W-2 Form(s) for Wages, Salaries, and Tips
- ___ Interest Income Statements: Form 1099-INT & 1099-OID (include accounts opened or closed in 2017)
- ___ Dividend Income Statements: Form 1099-DIV (include accounts opened or closed in 2017)
- ___ Sales of Stocks and Bonds: Form 1099-B (include accounts opened or closed in 2017)
- ___ Sales of Real Estate and Land: HUD-1 statement, legal closing statement, and Form 1099-S
- ___ State Tax Refunds: Form 1099-G
- ___ Alimony Received or Paid (If divorced in 2017, bring a copy of the divorce agreement.)
- ___ Unemployment Compensation Received

- ___ Miscellaneous Income: Form 1099-MISC
- ___ Gambling Income: Form W-2G
- ___ Cancellation of Debt: Form 1099-C

## Retirement Income And Deductions

- ___ Retirement Income: Form 1099-R
- ___ Social Security and Railroad Retirement Income
- ___ Form SSA-1099
- ___ IRA Contributions: Traditional
- ___ IRA Contributions: Roth
- ___ SEP, SIMPLE, UNI-K Contributions

## Business Income

- ___ Business Income and Expenses (Schedule C- Sole Proprietor)
- ___ Rental Income and Expenses
- ___ Farm Income and Expenses
- ___ Form K-1 Income from Partnerships, Trusts, and S-Corporations (Please let us know if you have any new business ventures which began in 2017)
- ___ Miles Traveled for Business Purposes

## Tax Credits Checklist

- ___ Child Care Provider Address, I.D. Number and Amounts Paid (If multiple (providers, information and amounts must be listed separately for each)
- ___ Adoption Expense Information
- ___ Foreign Taxes paid
- ___ First Time Home Buyer Tax Credit Repayment For Home Purchased In 2008
- ___ Energy Efficient Improvements e.g. water heater, boiler, insulation, windows, Roof, central a/c, heat pump, circulating fan

## Educational Expenses Checklist **(Itemize Separately For Each Student)**

- ___ College Tuition Statements: Form 1098-T **(MUST HAVE IN ORDER TO CLAIM ANY COLLEGE CREDITS OR DEDUCTIONS)**
- ___ Account Statement From College Showing Amounts Paid
- ___ Amounts Paid For Room and Board
- ___ Amounts Paid For Books and Computer Equipment
- ___ Statements For 529 Plan Contributions and ESA’s
- ___ Student Loan Interest Paid

## Expense and Tax Deduction Checklist

- ___ Medical Expenses for the Family
- ___ Copayments for Doctors, Prescriptions, Dentist
- ___ Medical Insurance Paid
- ___ Prescription Medicines and Drugs
- ___ Doctor and Dentist Payments
- ___ Hospital and Nurse Payments
- ___ Long Term Care Premiums Paid (list individual premiums paid if both spouses have coverage.)
- ___ Miles Traveled for Medical Purposes
- ___ HSA Contributions And/Or Withdrawals: Form 5498-SA; Form 1099-SA
- ___ Home Mortgage Interest from Form 1098 (Bring HUD-1 statement if home was purchased or refinanced in 2017.)
- ___ Home Second Mortgage Interest Paid
- ___ Real Estate Taxes Paid
- ___ State Taxes Paid with Last Year's Return
- ___ Personal Property Taxes Paid
- ___ Cash Contributions to Charities
- ___ Fair Market Value of Non-cash Contributions to Charities e.g. clothing
- ___ Unreimbursed Expenses Related to Volunteer Work
- ___ Miles Traveled for Volunteer Purposes
- ___ Casualty and Theft Losses
- ___ Gambling Losses
- ___ Safe Deposit Box
- ___ Unreimbursed Expenses Related to Your Job
- ___ Miles Traveled Related to Your Job
- ___ Union and Professional Dues
- ___ Investment Expenses
- ___ Job-hunting Expenses
- ___ Moving Expenses
- ___ Last Year's Tax Preparation Fee

## Estimated Tax Payments Checklist

- ___ Estimated Payments Made with ES Vouchers
- ___ Last Year's Tax Return Overpayment Applied to This Year

# Questions

**Please check the appropriate box and include all necessary details and documentation.**

| | Yes | No |
|---|---|---|
| **Personal Information** | | |
| Did your marital status change during the year? | ☐ | ☐ |
| If yes, explain: ______________________________________________ | | |
| Did your address change from last year? | ☐ | ☐ |
| Can you be claimed as a dependent by another taxpayer? | ☐ | ☐ |
| Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year? | ☐ | ☐ |
| Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter. | ☐ | ☐ |
| Did you reside in or operate a business in a Federally declared disaster area? | ☐ | ☐ |
| The Federally declared disaster areas include hurricane and tropical storm victims in Georgia, Florida, Puerto Rico, the Virgin Islands and parts of Texas, Louisiana and South Carolina, as well as wildfire victims in California. | | |
| **Dependent Information** | | |
| Were there any changes in dependents from the prior year? | ☐ | ☐ |
| If yes, explain: ______________________________________________ | | |
| Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,100? | ☐ | ☐ |
| Do you have dependents who must file a tax return? | ☐ | ☐ |
| Did you provide over half the support for any other person(s) other than your dependent children during the year? | ☐ | ☐ |
| Did you pay for child care while you worked, looked for work, or while a full-time student? | ☐ | ☐ |
| Did you pay any expenses related to the adoption of a child during the year? | ☐ | ☐ |
| If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? | ☐ | ☐ |
| Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter. | ☐ | ☐ |
| **Purchases, Sales and Debt Information** | | |
| Did you start a new business or purchase rental property during the year? | ☐ | ☐ |
| Did you sell, exchange, or purchase any assets used in your trade or business? | ☐ | ☐ |
| Did you acquire a new or additional interest in a partnership or S corporation? | ☐ | ☐ |
| Did you sell, exchange, or purchase any real estate during the year? | ☐ | ☐ |
| Did you purchase or sell a principal residence during the year? | ☐ | ☐ |
| Did you foreclose or abandon a principal residence or real property during the year? | ☐ | ☐ |
| Did you acquire or dispose of any stock during the year? | ☐ | ☐ |
| Did you take out a home equity loan this year? | ☐ | ☐ |
| Did you refinance a principal residence or second home this year? | ☐ | ☐ |
| Did you sell an existing business, rental, or other property this year? | ☐ | ☐ |
| Did you lend money with the understanding of repayment and this year it became totally uncollectable? | ☐ | ☐ |
| Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)? | ☐ | ☐ |
| Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? | ☐ | ☐ |

## Income Information

| | | |
|---|---|---|
| Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer? | ☐ | ☐ |
| Did you receive any income from property sold prior to this year? | ☐ | ☐ |
| Did you receive any unemployment benefits during the year? | ☐ | ☐ |
| Did you receive any disability income during the year? | ☐ | ☐ |
| Did you receive tip income not reported to your employer this year? | ☐ | ☐ |
| Did any of your life insurance policies mature, or did you surrender any policies? | ☐ | ☐ |
| Did you receive any awards, prizes, hobby income, gambling or lottery winnings? | ☐ | ☐ |
| Do you expect a large fluctuation in income, deductions, or withholding next year? | ☐ | ☐ |

## Retirement Information

| | | |
|---|---|---|
| Are you an active participant in a pension or retirement plan? | ☐ | ☐ |
| Did you receive any Social Security benefits during the year? | ☐ | ☐ |
| Did you make any withdrawals from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? | ☐ | ☐ |
| If yes, were any withdrawals due to a Federally declared disaster? | ☐ | ☐ |
| Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan? | ☐ | ☐ |
| Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? | ☐ | ☐ |

## Education Information

| | | |
|---|---|---|
| Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year? | ☐ | ☐ |
| Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses | ☐ | ☐ |
| Did anyone in your family receive a scholarship of any kind during the year? | ☐ | ☐ |
| If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board? | ☐ | ☐ |
| Did you make any withdrawals from an education savings or 529 Plan account? | ☐ | ☐ |
| Did you make any contributions to an education savings or 529 Plan account? | ☐ | ☐ |
| Did you pay any student loan interest this year? | ☐ | ☐ |
| Did you cash any Series EE or I U.S. Savings bonds issued after 1989? | ☐ | ☐ |
| Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education? | ☐ | ☐ |

## Health Care Information

| | | |
|---|---|---|
| Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. If yes, attach any Form(s) 1095-B and/or 1095-C you received. | ☐ | ☐ |
| Did anyone in your family qualify for an exemption from the health care coverage mandate? Examples of exemptions include (but are not limited to) certain non-citizens, members of a health care sharing ministry, members of Federally-recognized Indian tribes, and exemptions requested from the Marketplace. If yes, attach the Exemption Certificate Number (ECN) or type of exemption. | ☐ | ☐ |
| Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A you received. | ☐ | ☐ |
| Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family? | ☐ | ☐ |
| Did you make any contributions to a Health savings account (HSA) or Archer MSA? | ☐ | ☐ |
| Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year? | ☐ | ☐ |
| Did you pay long-term care premiums for yourself or your family? | ☐ | ☐ |
| Did you make any contributions to an ABLE (Achieving a Better Life Experience) | | |

account? If yes, attach any Form(s) 5498-QA you received. ☐ ☐
Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA you received. ☐ ☐
If you are a business owner, did you pay health insurance premiums for your employees this year? ☐ ☐
Did you receive any Health Coverage Tax Credit (HCTC) advance payments? If yes, attach any Form(s) 1099-H you received. ☐ ☐

## Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year? ☐ ☐
If yes, did the loss occur in a Federally declared disaster area? ☐ ☐
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? ☐ ☐
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? ☐ ☐
If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization. ☐ ☐
Did you pay real estate taxes for your primary home and/or second home? ☐ ☐
Did you pay any mortgage interest on an existing home loan? If yes, attach any Form(s) 1098 you received. ☐ ☐
Did you incur interest expenses associated with any investment accounts you held? ☐ ☐
Did you have an expense account or allowance during the year? ☐ ☐
Did you use your car on the job, for other than commuting? ☐ ☐
Did you work out of town for part of the year? ☐ ☐
Did you have any expenses related to seeking a new job during the year? ☐ ☐
Did you make any major purchases during the year (cars, boats, etc.)? ☐ ☐
Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax? ☐ ☐

## Miscellaneous Information

Did you make gifts of more than $14,000 to any individual? ☐ ☐
Did you utilize an area of your home for business purposes? ☐ ☐
Did you engage in any bartering transactions? ☐ ☐
Did you retire or change jobs this year? ☐ ☐
Did you incur moving costs because of a job change? ☐ ☐
Did you pay any individual as a household employee during the year? ☐ ☐
Did you make energy efficient improvements to your main home this year? ☐ ☐
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust? ☐ ☐
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country? ☐ ☐
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity? ☐ ☐
Did you receive correspondence from the State or the IRS? ☐ ☐
If yes, explain: ______________________________________________
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? ☐ ☐
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund. ☐ ☐