
TAX APPOINTMENT CHECKLIST

1. ALL TAXPAYERS

- Forms W-2, W-2G, 1099-R, 1099-G
- 1099-INT, 1099-DIV and 1099-B forms or statements from Banks and Brokerages
- K-1 Forms from owners of Partnerships, S Corporations or beneficiaries of Trusts
- 1098 Mortgage Interest Statement and Real Estate Tax Payment Receipts
- For new homeowners, a copy of your Settlement Disclosure Statements
- 1098-T Tuition Statement if you or your dependents attended college, 1098-E for Student Loans
- For new parents, social security number for the new baby
- Charitable Contributions both cash and in goods and clothing
- Medical Expenses (if over 7.5% of your total income)
- Total paid for daycare and provider's name, address and tax id
- All Forms 1095-A, 1095-B and 1095-C Health Insurance Statements and 1099-SA for HSA Accounts
- Amount of Alimony paid and ex-spouses social security number or Alimony received
- Contributions made to Personal (non-work) IRAs or 529 Education Savings Plans
- Bank Account Routing and Account Numbers (listed on bottom of check)
- If Married, preferably both spouses present to sign e-file forms (although can be done electronically)
- New York State (or out-of-state) Driver's License/Photo ID for both Taxpayer & Spouse
- List of Financial Account Balances and Values of Properties located outside the US (If > \$10,000)

2. SELF-EMPLOYED OR INDEPENDENT CONTRACTORS

- 1099-Misc, K-1, QuickBooks P&L and Balance Sheet Reports or Spreadsheet (or enclosed worksheet)
- Tabulation and categorization of Business Related expenses such as: Advertising, Subcontractors, Insurance, Legal Fees, Office Supplies, Supplies, Major equipment purchases, Office Rent, Telephone, Credit Card Fees, Auto Mileage, Travel, Client Meals, Tools, Licenses and any other costs you believe related to the business
- Office in Home Information, including square footage of home or apartment and square footage of dedicated office space and home expenses such as Mortgage or Rent, Insurance, Taxes, Maintenance and Utilities
- Any estimated tax payments made to prepay this year's taxes

3. OWNERS OF RENTAL INCOME PROPERTY

- Income received from Tenants and expenses both related to the whole house and specifically to rental (use software, spreadsheet or enclosed worksheet) Expenses to include: Advertising, Maintenance, Management fees, Insurance, Legal Fees, Mortgage Interest, Property Taxes, Repairs, Supplies, Utilities and any other related costs
- Original Purchase Price of Home and major improvements and costs of furnishings and appliances
- Copy of prior year tax return is required (unless I already have it)