TAX CHECK LIST

Personal Data

- **Form 1099-HC from health care provider.** (Note, if you are on Medicare, Form 1099-HC is not applicable).
- Social Security numbers (including spouse & children).
- Child care provider Tax ID or social security numbers.
- Prior Year return (for first time clients).
- Copy of death certificate (for those filing a decedent's return.)

Employment & Income Data

- W-2 forms for this year.
- Partnership and trust income (K-1 forms)
- Pensions, annuities, and social security 1099 forms. (1099-R, and/or 1099-SSA)
- Alimony received.
- Gambling and lottery winnings.
- Health savings distributions (1099-SA).
- Debt forgiveness on mortgage and credit cards (1099-C)

Homeowner/Renter Data

- Mortgage interest: Form 1098.
- Sale of your home or other real estate: Form 1099-S (if any), and bring the settlement statement (HUD sheet) from your closing.
- Interest paid on a 2nd mortgage or Home Equity Loan: Form 1098.
- Real Estate Taxes. Note: This should appear on form 1098, unless you are not using an escrow account, in which case, **find bills with *due dates* in 2016.**
- Rent paid for the year.
- Moving Expenses-if you moved more than 50 miles because of a job change.
- Homeowners Insurance, if you had rental income.
- For rental property, utility bills – water, heat, and electric, if not paid by the tenant, and/or if unit was vacant.

(cont'd)

Financial Assets

- Interest income statements: Form 1099-INT
- Dividend income statements: Form 1099-DIV
- Proceeds from stock or mutual fund sales (Form 1099-B), showing what you sold, but should also include when bought and how much you paid. **<u>The deadline for the payer to send you these documents has been extended to February 15, 2017.</u>**
- State tax refunds & Unemployment compensation: Form 1099-G.
- Retirement plan distribution: Form 1099-R.

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle is used for business.
- Student loan interest paid. (Form 1098-E)
- Early withdrawal penalties on CDs and other time deposits.

Automobiles & other personal property

- Personal property tax information (Excise tax bills: cars, trucks, boats, motorcycles, and trailers).
- Real Estate tax on second homes.

Other Expenses

- Gifts to charity – all receipts.
- Unreimbursed work-related expenses (travel expenses, uniforms, union dues, subscriptions… <u>if required</u>, and not reimbursed).
- Unreimbursed expenses related to volunteer work.
- Investment expenses – this could be found on your broker statements.
- Job-hunting expenses.
- Education expenses: Form 1098-T, for yourself, spouse, or dependent
- Child care expenses – please include name, address, and <u>tax ID number</u> of the daycare provider.
- Adoption expenses.
- Alimony paid.
- Tax return preparation expenses and fees. (We have this one if you were with us last year.)

(cont'd)

Self-employment Data

- 1099-MISC forms. This one also might not be mailed to you until February 15.
- Receipts or documentation for business-related expenses.
- Copies of your business and personal bank account statements, if needed.
- Farm income.
- For vehicles used for business: repairs, insurance, maintenance, **and mileage log.**

Deduction documents

- Federal estimated tax payments made for the 2016 tax year.
- State estimated tax payments made for the 2016 tax year.
- IRA, Roth IRA, and other retirement contributions.
- Medical expenses including optometry, hearing aids, dentistry, orthodontia, prescriptions, crutches, etc.
- Casualty or theft losses.