JP TAX PROS

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______ TAX PREPARTION CHECKLIST

Here is a basic checklist of information to start organizing for this year tax return. If you are fully prepared to file your taxes, you will save time and help ensure that you receive all the tax benefits, credits and deductions allowed. Although this is not at all inclusive list, it will help steer you in the right direction. As you begin receiving important tax documents this January, file them with this checklist.

- ☐ Copy of your tax return from previous year (unless we already have a copy or prepared the return last year)
- ☐ Any notices or correspondence you received from the Internal Revenue Service, your state or city or other taxing entity
- ☐ Social Security number and cards, Date of Birth of your dependents(Don't forget newborns Birth Certificates as well) If you are claiming dependents other than your children you must provide a letter from school or doctor showing that the individual resides with you and you are the guardian of the child.
- ☐ Physical address, email address and telephones that we can use to get in contact with you

INCOME

- ☐ All W-2 Forms received from all employers of you and your spouse
- ☐ Savings and Investments reporting forms including Form 1099-INT, Form 1099-DIV, Form 1099-B, Form 1099-S or Schedule K-1 (Excel copies of brokerage trades [Realized Gain/Loss] if possible) Please include all pages of the 1099-B
- ☐ Statements of income from retirement distributions or Social Security Payments including Form 1099-R or Form 1099-SSA
- ☐ Any cancellation of Debt, Form 1099-A or 1099-C
- ☐ Records of other income including but not limited to; Unemployment, State Tax Refunds, Gambling income and losses, Spousal Support/Alimony received, Jury Duty, Hobby Income and Expenses, Prizes and Awards. These may include Form 1099-MIC or Form W-2G
- ☐ Closing documents on any real estate transaction you had during the year, including Purchases, Sales, Refinancing or Foreclosure - the final settlement (HUD) statements should be 2 or 3 pages

DEDUCTIONS

- ☐ Any spousal support/alimony you *paid* and the Social Security Number of the recipient
- ☐ Health Savings Account contributions and distributions, Form 1098-SA & 5498-SA
- ☐ Traditional IRS or Roth IRA contribution and year- end values reported on Form 5498 or your December statement

- ☐ Moving expenses if you moved than 50 miles from business during the year (even if you were reimbursed) Include costs of moving and storing your belonging
- ☐ Colleges Attended, Tuition, Fees Paid and costs of required books, supplies and equipment (Form 1098-T) For all family members that attend school
- ☐ Student Loan Interest paid and Form 1098-E
- ☐ Record of estimated taxes paid to the Federal Government, State and Local Government

BUSINESS, RENTAL AND FARMING INCOME

- ❖ PLEASE ASK FOR THE WORKSHEETS FOR ANY OF THE ABOVE INCOME THIS WILL LET YOU KNOW WHAT YOU MUST BRING FOR THIS TYPE OF INCOME

ITEMIZED DEDUCTIONS

(Please ask for a Homework Sheet if this corresponded to you)

- ☐ Medical Expenses (Co-Pays, Doctors, Dentist, Glasses, Prescriptions and Medical Mileage)
- ☐ Health Insurance payments, including payments for COBRA (State Separately)
- ☐ State and Local Income taxed paid (Not those withheld)
- ☐ Mortgage Interest Paid, including Form 1098
- ☐ Mortgage Insurance Paid (At closing or reported on Form 1098)
- ☐ Investment Interest expenses – margin account interest or interest on investment property
- ☐ Total Cash Charitable Donations - We do not need to see the documentations= but make sure you keep it with your records
- ☐ Records of non – cash charitable donations including items donated, receiving charity, date and value of donation. If you donated a Vehicle, From 1099-C
- ☐ Total volunteer miles driven during the year
- ☐ Details of any casualty loss or theft
- ☐ Union Dues, Job Hunting Expenses, unreimbursed employee expenses, including travel, supplies and equipment, memberships and associations and business mileage (Not commuting)
- ☐ Investment expenses, including tax preparation, safe deposit box fees, investment advisors
- ☐ CREDITS
- ☐ Dependents care expenses, including amount paid, provider name, address, Tax ID Number and telephone number
- ☐ Adoption expenses if you adopted a child or finalized the adoption.
- ☐ Residential energy credits - including costs for solar panels, geo – thermal, other energy efficient improvement
- ☐ If you received *the First Time Homebuyer Credit* in prior years, Please make sure we have records of that original purchased and any correspondence you have received from the IRS

Please remember that your return will not be started by our office until all tax documents have been received.

We are here to help! We do not want the organizing part of your tax preparation to be a huge challenge. Please feel free to call is or just come in to see if you need some help or guidance in getting everything ready.

THANK YOU AND WE LOOK FORWARD TO PREPARING YOUR TAXES FOR YOU THIS INCOME TAX SEASON!