



Items to bring with you for your tax appointment

(Note that not all of these may apply.)

IDENTITY VERIFICATION

- Unexpired Driver's License, ID card, Matricula, or Passport (for each taxpayer)
- Social Security Card or ITIN Letter (for each taxpayer)
- Birth Certificate and Social Security Card for each dependent
- Proof of address letter from School, Medical Provider, or Government Agency for all minor children if you will be claiming the Earned Income Credit or Child Tax Credit. (MUST HAVE)

INCOME

- LAST YEAR'S tax return if not prepared in our office – Federal, and State
- W-2's
- 1099's for Interest and Dividends
- 1099 B's or year end investment statements
- Stock/Bond transaction information if not included on year end 1099B
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes.
- IRA, Pension or retirement distribution information – may be on a 1099R
- IRA Rollover/conversion information
- Social Security receipt information
- Unemployment receipt information

ADJUSTMENTS TO INCOME

- HSA contribution/withdrawal information and year end account balance
- Moving expense information if you relocated for employment and all expenses were not reimbursed by employer
- Student Loan interest this may be on a 1098
- Education cost information – tuition, books, fees – this may be reported on a 1098-T. Proof of payment of tuition also required. Please attach CC statement, cancelled check or payment receipt.

ITEMIZED DEDUCTION INFORMATION

- Medical costs – only required if significant. Must meet minimum of 7.5% of your AGI.
- Tax payments to State or Local governments
- Real Estate Taxes

- Mortgage interest
- Equity Line Mortgage Interest. **TCJA requires that the use of the funds be detailed and only interest related to funds used to buy, build or substantially improve a personal residence can be deducted. Please provide a history of the use of your home equity line if you want this deduction.**
- Mortgage insurance
- Charitable Contributions – cash and non cash. Summarized by charity name and amount.

CREDIT INFORMATION

- Child Care Information including name, address, phone number, EIN or SSN and Amount paid.
- Residential Energy Credit Applicable Purchases
- Education Credit Information – Tuition
- ANY ESTIMATED TAX PAYMENTS SENT IN DURING THE YEAR

RENTAL PROPERTIES

- Rental income
- Advertising
- Cleaning and Maintenance
- Commissions
- Insurance
- Professional Fees
- Management expenses
- Mortgage interest
- Real estate taxes
- Repairs
- Supplies
- Rental permits or license fees
- Utilities
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate

SELF EMPLOYMENT INCOME – This applies if you received any 1099-MISC forms or worked as a subcontractor.

- Income, Revenue, Sales
- Cost of goods sold – This is the amount you paid for what you resold
- Advertising
- Car and Truck Expenses
- Subcontractor costs
- Insurance
- Health Insurance – please have this amount separate
- Interest – if any for large loans on equipment or working capital
- Legal and Professional Fees
- Office Expenses

- Rent
- Repairs and Maintenance
- Supplies
- Taxes and Licenses
- Travel – out of town – hotels, rental cars, airlines
- Utilities
- Telephone
- Internet, if separate
- Payroll
- Payroll Taxes
- Workers Comp Insurance
- Bank Service charges, Merchant Fees, Credit Card Processing Fees
- Dues and Subscriptions, Membership fees to professional organizations
- Continuing Education
- Postage and Delivery
- Meals
- Computer Expenses
- Tools
- Uniforms
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate

HOME OFFICE

- Total Home square footage
 - Office Square footage. This space must be used EXCLUSIVELY and REGULARLY for business
 - Mortgage Interest
 - Real Estate Taxes
 - Home Owners Insurance
 - Home Owners Association Fees
 - Utility Costs – Electric, Gas, Oil, Sewer, Trash. Report separately
 - Telephone/Internet
 - Purchase price of home for depreciation of home office
- only available as a deduction accompanied with Sch C, Sch E or Sch F