

Income Tax Records Needed To Prepare Your Return

- ❑ **NEW CLIENTS – please bring your last year’s tax returns (federal, state and local)**
- ❑ All W-2 forms
- ❑ All 1098 & 1099 forms (interest, dividends, unemployment, state and local tax refunds, stock sales, retirement distributions, rental income, royalties, prizes, student loan interest, mortgage interest, etc.)
- ❑ All K-1 forms (partnerships, S corporations, estates and trusts)
- ❑ Amount of tax-exempt interest income (account summaries from your brokers)
- ❑ Profit & loss statement of any unincorporated business or farm operations that you own. List of assets purchased and sold during the year. Provide dates, descriptions & amounts.
- ❑ Profit & loss statement of any farm rental or residential/commercial rental property that you own. List of assets purchased and sold during the year. Provide dates, descriptions & amounts.
- ❑ Records of stock, mutual fund & securities purchases for sales made during the current year. Provide for each transaction: purchase dates, number of shares purchased and sold, cost of the shares sold, including reinvested dividends and capital gains.
- ❑ Forms reporting the total social security benefits you and your spouse received.
- ❑ Breakdown of alimony and child support payments made during the year. Your former spouse’s social security number if you are making alimony payments, and a signed Form 8332 if your ex spouse has custody of the child for whom you are claiming an exemption. Alimony is deductible, child support is not.
- ❑ Records of payments that you and you spouse made into an IRA (Regular & Roth), Keogh or SEP, and all forms 5498 reporting all IRA accounts and balances
- ❑ Amount and details of education related expenses for you, your spouse or dependents
- ❑ Information about your Medical Saving Account deposits and withdrawals
- ❑ Information relating to your home office deduction: square footage of business and total area, utilities, home owners/renters insurance, rent, repairs and maintenance to office area and to the home.
- ❑ Records of substantiated business related travel and entertainment expenses you incurred
- ❑ Records of transportation and away from home expenses connected with your job or business. A detailed diary of travel and entertainment expenses may be required. Summarize all expenses.
- ❑ A list of investment and employment related expenses (safe deposit box, dues, tools and supplies)
- ❑ The amount and details of investment interest you paid
- ❑ The amount and details of cash charitable contributions you made. Info on clothing and other goods donated. Get a receipt for the donation.
- ❑ Records of your moving expenses if you moved due to a new job during the year and Form 4782 supplied by your employer reporting expenses paid on your behalf.
- ❑ Information about the sale of your home. **Provide settlement statements for BOTH the purchase and sale.**
- ❑ Forms 1098 reporting mortgage interest on your residence or rental property. All closing statements for new or refinanced loans or loans paid off during the year.
- ❑ The amount and details of real estate taxes paid
- ❑ Information relating to any assets sold on the installment sale basis. Provide amounts for principal and interest received during the year.
- ❑ Copies of yours, your spouse’s and your dependents’ social security cards
- ❑ Child care expenses paid so you could work or go to school, including name, address and social security (or federal ID #) of provider
- ❑ Records of estimated federal, state and local estimated tax payments made
- ❑ Any other documents pertaining to the preparation of your tax returns.