

Taxpayer Name \_\_\_\_\_ Taxpayer CELL Phone (     ) \_\_\_\_\_  
Taxpayer E-mail \_\_\_\_\_ Home Phone (     ) \_\_\_\_\_  
Spouse Name \_\_\_\_\_ Spouse CELL Phone (     ) \_\_\_\_\_  
Spouse E-mail \_\_\_\_\_ \* FAX \* (     ) \_\_\_\_\_

## **Checklist of Information Needed to Prepare Your Income Tax Returns**

**Tax Year... 2018**     ▶ **Complete & Include this checklist with your tax documents** ◀

Complete and accurate information is necessary to take advantage of all the tax deductions and credits to which you are entitled so that your tax liability is legally minimized. *(Not all items apply to everyone & this is not an all-inclusive list)*

**NOTE: Information you provided in prior years that has not changed does not have to be provided again.**

- NEW CLIENTS only...** Provide the following information:
  - Copies of your **2017** tax returns, or copies of the tax returns for the last year that you filed returns (both federal and state returns).
  - Copies of **Social Security Cards** and **Date of Birth** for Taxpayer, Spouse, and all Dependents.
  - Copies of **Driver's License** for Taxpayer and Spouse (or **State Identification Card** if not a driver).
- Amounts and dates of Federal, State, and Local (if applicable) **ESTIMATED TAX payments** made.
- Was **EVERYONE** (taxpayer, spouse, dependents) on the return covered by Health Insurance **ALL** year? \_\_\_\_ If NO, please explain and provide details of who was covered, dates of coverage, dates of premiums paid, etc.
- Relationship of all dependents and whether or not, and how long, they lived with you.
- W-2** forms (all copies) and the **Final Pay-Stub** for the year for all of your employers. Make a copy of each W-2 to keep with you. If you worked in more than one state or Country, provide days worked in each state (or country) ... NJ\_\_\_\_; NY\_\_\_\_; PA\_\_\_\_; CT\_\_\_\_; DE\_\_\_\_; Other-\_\_\_\_.
- All IRS **forms 1099** (for interest, dividends, gross proceeds from security sales, royalties, pensions, distributions from a Qualified Tuition Program, State tax refunds & Unemployment compensation [1099-G], and other income).
- Form **SSA-1099** for Social Security received.
- Details of Tax-Exempt income received, e.g., Municipal Bond Interest, Child support, etc.
- Forms **1098** (for mortgage interest, contribution of a motor vehicle to charity, student loan interest, tuition & fees)
- Forms **1095-A** (for Health Insurance Marketplace premiums & advance premium tax credits), **1095-B**, or **1095-C**.
- Forms **K-1** and all attachments (for partnerships, subchapter-S corporations, estates, and trusts).
- All pages of year-end tax statements and information from **BROKERAGE** and **MUTUAL FUND** accounts, and any **AVERAGE COST STATEMENTS** received from a Mutual Fund for the sale of fund shares.
- Detailed listings of expenditures incurred for ITEMIZED DEDUCTIONS...**
  - Unreimbursed (**Out-Of-Pocket**) Medical, Drug, Dental, Eye Care expenses and Health & Long-Term Care Insurance premiums paid, plus medical travel (including auto mileage/tolls/parking).
  - Real Estate taxes paid in **2018** (primary home, 2nd home, land), **including any Prepayments for 2019**.
  - NEW JERSEY** Real Estate/Property Tax **Rebates** received:
    - **Homestead Benefit** \$ \_\_\_\_\_ (amount of the CREDIT you received on your Property Tax Bill)
    - **SENIOR PROPERTY Tax FREEZE** \$ \_\_\_\_\_ (amount of the CHECK you received)
  - Mortgage Insurance Premiums paid for insurance contracts entered into after 2006.
  - Interest paid to other than financial institutions, e.g., paid to individuals (provide their Social Security Number) on your primary residence, second home, land, etc.
  - Charitable Contributions by cash/check/credit card \$ \_\_\_\_\_ Number of miles driven for charitable purposes \_\_\_\_\_ miles, and related charitable out-of-pocket expenses \$ \_\_\_\_\_.

- Current Market VALUE** of non-cash charitable contributions of personal items that are new or in good used condition (clothing, furniture, etc.) to recognized charities are deductible. (Provide name, address, and receipts that you received, if items total over \$500 in value). Appraisals may be required if the value is over \$5,000. Number of miles driven to make the non-cash donations = \_\_\_\_\_ miles.
- RENTAL PROPERTY:** Income, Expenses, and Capital Improvements... list separately for each property owned.
- SELF-EMPLOYMENT:** Income, Expenses, and Capital Expenditures (vehicles, equipment, buildings, etc.) for each business owned.

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Your tax preparer does not need to see actual bills, receipts, or cancelled checks. He will **just need numbers** ❄️. That is, do NOT provide a pile of medical bills and receipts and insurance statements and expect the preparer to sort through them to determine your allowable medical deduction.

❄️ **Just need numbers** means specific numbers for deductions you are claiming. Saying “claim the maximum” or “whatever I am allowed” or “same as last year” is not appropriate. The maximum is what you actually paid – and you are allowed to deduct what you actually paid! For example, tell your tax preparer “\$1,099.50” or “\$25.00 per week for 50 weeks” or “4,117 miles”.

The preparer will, however, want to see any receipts, acknowledgments, or listings for *non-cash* contributions, i.e., clothes, books, household items, furniture, etc. - to Goodwill, the Salvation Army, or your church, synagogue, etc.

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**If any of the following situations apply to you, additional information is needed:**

- If you SOLD STOCK, BONDS, and/or MUTUAL FUND SHARES** – the date of purchase and cost of all investments sold. This information may be included in the Year-End Consolidated Form 1099 Statement you received from the Brokerage Firm or Mutual Fund house. If cost basis information for all trades is not included on this statement, have your broker provide you with a “profit and loss” report for all the year’s trades that reconciles to the Form **1099B** for each account. If you sold an investment you inherited, provide the number of shares you inherited and the value of the shares on the date of death of the person from whom they were inherited
- If you had VIRTUAL CURRENCY (BITCOIN, Etc.) TRANSACTIONS** – complete details of all transactions, including transaction dates & amounts, and how obtained (mining, purchase, in exchange for goods/services, etc.).
- If you SOLD REAL ESTATE** – the Closing/Settlement Statements (HUD-1 or equivalent document) for both the purchase and sale of the property, plus the cost of improvements made to the property since it was purchased, and any expenses of sale paid separate from the closing.
- If you PURCHASED REAL ESTATE** – the Closing/Settlement Statement (HUD-1 or equivalent document) for the purchase of the property. For rental property, provide the separate amounts of “assessed value” for land and improvements/building from the tax bill.
- If you RECEIVED IRA (Individual Retirement Account) DISTRIBUTIONS** – year-end statements for all IRA accounts, Forms **1099-R** and **5498**, plus the value of each IRA as of **JAN 1<sup>st</sup>** and **DEC 31<sup>st</sup>** of the year.

- If you have a MORTGAGE, 2<sup>nd</sup> MORTGAGE, and/or HOME EQUITY LOAN or LINE of CREDIT** – a detailed analysis of:
  - “Acquisition Debt”** (money borrowed to buy, build, or substantially improve the property), and
  - “Home Equity Debt”** (money borrowed for any other reason, and any closing costs for refinancing that was added to the loan principal) for your primary residence and any personal-use vacation residences going back to the initial purchase mortgage for each property....Need to know how the proceeds of each loan was used.
- If you REFINANCED A MORTGAGE** – the Closing/Settlement Statement (HUD-1 or equivalent document) for the refinance and the term/length of the new loan. If you took cash out... explain what was done with all of the cash (home improvements, new car, medical expenses, etc.) \_\_\_\_\_
- If you CONTRIBUTED to a RETIREMENT PLAN** – Details of all CONTRIBUTIONS made to these plans: **Traditional IRA, ROTH IRA, Individual 401(k), ROTH 401(k), SEP (Simplified Employee Pension) plan, SIMPLE Retirement Plan, and/or Keogh plan**, including the contribution dates.
- If you RECEIVED a DISTRIBUTION from a PENSION PLAN** – did you ROLL OVER the distribution to an IRA, or “take the money and run”? \_\_\_\_\_
- If you are PAYING or RECEIVING ALIMONY** – the DATE of the Divorce Decree/Document, the Social Security number of your ex-spouse, the amount of alimony paid \$\_\_\_\_\_ or alimony received \$\_\_\_\_\_ in the year, and any other required payments, such as health or other insurance premiums and real estate expenses, that you are making on behalf of your ex-spouse (provide details).
- If you DONATED a CAR/TRUCK to CHARITY** – all the paperwork you received from the charity, especially the IRS Form 1098-C, plus the original cost and date of purchase of the vehicle.
- If you PURCHASED a CAR, TRUCK, SUV, MOTORCYCLE, BOAT or AIRPLANE, or BUILT A HOME** – Amount of SALES TAX paid on the vehicle. If used fully or partially for business, provide the sales invoice. – Details (make, model, purchase cost, date purchased, etc.) of **ELECTRIC** Cars purchased.
- If you incurred a CASUALTY LOSS in a “Federally-Declared Disaster Area”** – provide details.
- If you have GAMBLING WINNINGS** – details of all your gambling winnings (Form W-2G) and Losses.
- If you have DEPENDENTS IN COLLEGE** – all Forms 1098-T received from the college AND the “Bursar’s Reports” for the year that show tuition and other payments. You may be able to print a financial report from the college’s website. Separately provide what was spent on course-related books, supplies, and equipment and the cost of room and board. If you have taken a distribution from a Section 529 Qualified Tuition Program provide form 1099-Q and other documentation related to the withdrawal.
- If you PAID for CHILD CARE, whether DIRECTLY or THROUGH A FLEXIBLE SPENDING ACCOUNT** - the name, address, Social Security or Employer Identification number, and amount paid for all child-care providers. If you have more than one child, identify how much was paid for each child. You should be able to obtain detailed statements from each provider.
- If you PURCHASED an ENERGY-EFFICIENT PRODUCT for your HOME** – a description of the items you purchased, the purchase price, and a Manufacturer’s Certification or confirmation that the purchase qualifies. Please independently verify that your purchase qualifies for the credit. (e.g., insulation, exterior windows/doors, roof that exceeds Energy Star program requirements, heating/cooling systems, solar energy, solar water heating, fuel cell, small wind energy, or a geothermal heat pump).
- Total TIP income received \$\_\_\_\_\_ and Tip income not reported to employers \$\_\_\_\_\_

- Miscellaneous INCOME** - provide details and amounts of jury duty pay, bartering income, debt cancellation, prizes won, income from personal property rented, buried treasures found, and any other income received.
- MOVING Expenses...** only if you are a **member of the Armed Forces on active duty** and, due to a military order, you move because of a permanent change of station... include transportation & storage of house goods, travel, & lodging along the way. (Form 3903 & instructions).
- ADOPTION** expenses paid (provide complete details). [www.irs.gov/taxtopics/tc607](http://www.irs.gov/taxtopics/tc607)
- Details of **GIFTS** made of **more than \$15,000** (cash or property) to one or more people (directly or in trust)—for Gift Tax returns.... Who made the gift (donor), who received the gift (donee), amount of gift, donee’s name and address, donee’s relationship to donor, description of gift, etc.
- SALES TAX...** If available, provide the total sales tax paid on **EVERYTHING** you purchased during the year.
- USE TAX...** Provide details of items purchased out of the country or in a state other than your home state during the year, which were brought back to and used in your home state and **(1)** on which *NO sales tax was paid*, OR **(2)** if the other state’s tax paid was at a rate lower than your home state’s Sales Tax Rate (in NJ the rate was **6.625%**). Include only items which would have been subject to your home state sales tax if purchased in your home state, e.g. exclude clothing if home state is NJ. Include purchases made over the internet on which no sales tax was paid, or purchases made while on vacation in a state that has no sales tax or a lower sales tax rate than your home state.
- For **DIRECT DEPOSIT of refunds** into your bank account, or **ELECTRONIC FUNDS WITHDRAWAL** of balances due...  Check this box if bank information is to be the same as last year, otherwise provide:  
 Bank Name \_\_\_\_\_, Type of Account:  Checking  Savings  
 Bank **Routing** Number \_\_\_\_\_, and  
 Bank Account Number \_\_\_\_\_ (or provide copy of a CHECK)

✻ **For NEW JERSEY Taxpayers** ✻

- If you OWNED a HOME on October 1<sup>st</sup>** – Block # \_\_\_\_\_ . \_\_\_\_\_ Lot # \_\_\_\_\_ . \_\_\_\_\_ Qualifier # \_\_\_\_\_
  - If you RENT an APARTMENT** (or other PRIMARY RESIDENCE) – Rent paid for the year \$ \_\_\_\_\_
  - Is Taxpayer a Military VETERAN?  Yes  No
  - Is Spouse a Military VETERAN?  Yes  No
- If **YES**, then for NEW JERSEY, an honorable discharge document must be provided to the state of New Jersey, e.g., **DD Form 214, Certificate of Release or Discharge from Active Duty.**
- Wounded Warrior Caregivers Credit...** Did you provide care for a relative who lived with you in NJ for at least 6 months of the tax year and has a disability arising from active U.S. military service in any war or conflict on or after September 11, 2001?  
 Yes  No
  - Other information, comments, and questions (use back of this page and separate pages, if necessary).

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