

Client Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Checklist of Information Needed to Prepare Your Income Tax Returns 2016 Tax Year

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)

- NEW CLIENTS:** provide copies of last year's tax returns, or the last year tax that you filed returns (both federal and state returns).
- Amounts and dates of Federal, State, and Local (if applicable) **ESTIMATED TAX payments** made.
- Was **EVERYONE** 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.
- Full names, as they appear on the Social Security card, Social Security numbers and dates of birth for you, your spouse, and all dependents.
- 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 form W-2 to keep with you.
- All 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.
- Forms 1098 (for mortgage interest, contribution of a motor vehicle to charity, student loan interest, and tuition and fees),
- Forms 1095 – A, B, or C (for health insurance coverage and advance premium tax credits)
- Forms K-1 and all attachments (for partnerships, sub-S corporations, estates, and trusts).
- All year-end statements and information from brokerage and mutual fund accounts and any **AVERAGE COST STATEMENTS** received from a mutual fund on the sale of fund shares.
  
- Detailed listings of:
  - Itemized deductions (unreimbursed medical payments, charitable contributions, and job-related, job-seeking, and investment expenses)
    - Medical/drug expenses and Health & Long-term care insurance premiums paid. Medical travel (incl. auto mileage/tolls/parking) ... NET of amounts received from health insurance & Medicare for medical expenses, i.e., reimbursements.
    - Real Estate taxes paid during 2016 (home, 2nd home, land).
    - Mortgage Insurance Premiums paid for insurance contracts entered into after 2006.
    - Interest paid on primary residence and second homes, land, etc., to financial institutions (Form 1098) or individuals (provide their Social Security Number) - includes second mortgages, equity loans, equity lines, etc.
    - Number of miles driven for Charitable purposes \_\_\_\_\_miles, and related Charitable out-of-pocket expenses \$\_\_\_\_\_.
    - 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 if items total over \$500 in value). Appraisals may be required if the value is over \$5,000. Miles driven to make the donations \_\_\_\_\_miles.
    - Fees paid for tax preparation, financial planning, investment-broker fees, safe deposit box, IRA custodial fees, etc.

- **Employee business expenses**, if not reimbursed and not reported as income on your W-2, including: mileage, supplies, union dues, uniforms, travel expenses, seminar fees, hotel, subscriptions, phone, books, temporary assignment expenses, tools, job related education, etc. Also provide miles driven for business purposes, commuting, & total miles driven for the year.
- Rental income and expenses, separately for each property.
- Self-employment income and expenses for each business.

Your preparer does not need to see actual bills, receipts, or cancelled checks. For the most part, he will **just need numbers\***. Do not send 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. “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 what you actually paid! For example, tell your tax preparer “\$1,023.50” or “\$20.00 per week for 50 weeks” or “4,001 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.

**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 the investment 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 date of death of the person from whom they were inherited.
- IF YOU SOLD REAL ESTATE** – the Closing/Settlement Statements (HUD-1) for both the purchase and sale of the property, plus the cost of improvements made to the property over the years.
- IF YOU PURCHASED REAL ESTATE** – the Closing/Settlement Statement (HUD-1) for the purchase of the property. For rental property, provide the separate amounts of “assessed value” for land and improvements from the tax bill.
- IF YOU REFINANCED A MORTGAGE** – the Closing/Settlement Statement (HUD-1) for the refinance and the term of the new loan.
- IF YOU ARE RECEIVING IRA DISTRIBUTIONS** –the year-end statements for all IRA accounts, Forms 1099-R and 5498, including the value of each IRA as of the BEGINNING of the year.
- 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 Social Security number of your ex-spouse, the amount of alimony paid/received for 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.
- IF YOU PURCHASED A CAR, TRUCK, SUV, MOTORCYCLE, BOAT or AIRPLANE, or BUILT A HOME** – the amount of sales tax paid. If used fully or partially for business, provide the sales invoice. Provide details of *ELECTRIC* Cars recently purchased.

- IF YOU DONATED A CAR TO CHARITY** – all the paperwork you received from the charity, especially the Form 1098-C, plus the original cost and date of purchase of the car.
- IF YOU HAVE GAMBLING WINNINGS** – details of all your gambling winnings & losses (Form W-2G).
- IF YOU HAVE DEPENDENTS IN COLLEGE** – all Forms 1098-T received and all the “Bursar’s Reports” for the year that show tuition and other payments. You may be able to print out a financial report from the college’s website. 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 you paid for each child. You may be able to get detailed statements from the provider(s).
- 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).
- NJ 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
- Details of all **IRA and/or Keogh contributions** made, including the contribution dates.
- TOTAL tip income** received \$ \_\_\_\_\_ and Tip income not reported to employers \$ \_\_\_\_\_
- Miscellaneous income**, e.g., jury duty pay, bartering income, debt cancellation, prizes, income from personal property rented, etc.
- Moving expenses** (related to start of new job) - transportation & storage of house goods, travel, & lodging for day of move.
- Rent expense paid** on your primary residence \$ \_\_\_\_\_
- Adoption expenses paid (provide complete details).
- Details of gifts of more than **\$14,000** (cash or property) to one or more people (directly or in trust)—for Gift Tax returns.
- NJ Residents Only** -- Total cost (excluding sales tax) of all items purchased in Pennsylvania that were subject to PA sales tax AND were brought back to and used in New Jersey (use educated guess, if necessary)  
\$ \_\_\_\_\_
- USE TAX...** Details of all items purchased in a state other than your home state during the year and on which *NO sales tax was paid* (but which would have been subject to the NJ sales tax if purchased in NJ), e.g., purchases made over the internet on which no sales tax was paid, or purchases made in a state with no sales tax while on vacation.
- For **DIRECT DEPOSIT** of refunds into bank account - provide Bank Name, Bank Routing Number, & Bank Account Number.
- Other information, comments, and questions ...use separate page, if necessary.