Client Income Tax Checklist

1. W-2's
2. Record of other income (1099's):
   - Interest and dividends from savings accounts, money markets, mutual funds, stocks, bonds, etc.
3. Sale of stocks, bonds and mutual funds: Date acquired and cost.
4. Other income including commissions, social security, lottery winnings, unemployment, jury duty and tips.
5. All business and rental property income and expenses. Depreciation schedule (new clients only).
6. Copies of all K-1's: Partnership, S-Corporation, Estates and Trusts.
7. Pension or IRA (including Roth) contributions, distributions, rollovers, conversions (1099R).
8. Alimony paid/ received, agreement date and recipient's SSN.

   Note: only applies to divorce agreements signed prior to 12-31-2018.
9. Child care provider's name, address and SSN or tax identification number. Amount paid per child.
10. College tuition, 1098-T, enrollment fees, course related books, supplies and equipment.
11. Itemized deductions:

    -medical expenses
    - real estate taxes
    - home mortgage interest
    -sales tax on major purchases (auto)
    - casualty losses
    - vehicle license fees
    - contributions, cash & non-cash
    - interest on other loans
12. Auto expense for self-employed: business miles and total miles driven.
13. Teacher out-of-pocket class room costs.
14. Settlement statement (2 pages): from the purchase of a new, sales of an old, or

    refinance of your residence or other investment property.
15. Record of federal and state estimated tax payments and payment dates.
16. Copy of prior year federal and state income tax returns (new clients only)
17. Renters with a signed lease agreement: monthly payment and landlord's name

    and address.
18. Children and other dependents birthdates and SSNs (new dependents)