ITEMS TO BRING CHECKLIST

Be sure to bring the following additional information and worksheets with you. Please bring other document if you think they are relevant (for Quicken users, export your information as a .qif file, checking all boxes for Windows O/S). If you require a separate worksheet, please call our office to obtain a copy.

_______1. All copies of W-2(s), Forms 1098 and 1099, and K-1 forms.

_______2. All 1098 forms showing Home Mortgage Interest and Points

_______3. Escrow statements from mortgage lenders showing interest, property taxes, and insurance paid.

_______4. 1099-B forms from brokerage firms, Dividends [form 1099-DIV], Interest [form 1099-INT] and other information [form 1099-MISC]

_______5. 1099 forms reporting unemployment compensation, state tax refunds, and social security benefits

_______6. 1099 forms for all retirement fund distributions and transfers

_______7. Prior year tax return (new clients only) and any other tax returns or information to determine NOL carryforward, capital loss carryover, charitable carryforward, or office in the home (including any unused depreciation)

_______8. Schedule summarizing business or rental income and expenses

_______9. Date and amount of each quarterly estimated tax payment

_______10. Name, address, and social security or ID number of all child care providers and the amounts paid to each for child care services

_______11. Any IRS or State Tax Board correspondence received

_______12. Was your home rented during the year or used for business? Rented ___ Business ___

_______13. If you have a business, please provide (on a cash basis) an income and expense statement. If you are deducting auto/truck expenses, office in the home, travel, or meals and entertainment expenses, please request the **business worksheet**.

_______14. List of business accounts bought, sold, or converted to personal use

_______15. List of contributions made to a retirement plan, IRA, educational savings account, medical or health account, or any other type of savings account

_______16. If you plan to deduct medical, property and sales taxes, charitable contributions, mortgage interest, vehicle tabs, casualty losses, or other personal deductions, please request the **itemized deductions worksheet**.

_______17. Did you pay any household employees? YES ___ NO ____

_______18. Did you or your spouse make any gifts of more than $12,000? YES ___ NO ____

_______19. Did you or your spouse receive an inheritance? YES ___ NO ____

_______20. Did you have any debts that were cancelled or forgiven? YES ___ NO ____

_______21. Did anyone owe you money that became uncollectible? YES ___ NO ____

_______22. Did you purchase, sell, or refinance your home or a vacation home or did you take out a home equity loan? YES ___ NO ____

_______23. Did you move because of a job change? YES ___ NO ____ If so, complete the moving expense portion of the **itemized deductions worksheet**.

_______24. Did you live for part of the year in another state? YES ___ NO ____ If so, please provide the address and length of time lived in the location ______________________________

____