



TAX SERVICE CHECK LIST

WE RESERVE THE RIGHT TO CHARGE A CANCELLATION/RESCHEDULE FEE OF \$25.00 WITHOUT 24 HOURS ADVANCE NOTICE

Please bring the following items to your appointment:

- ✓ The signed Engagement Letter
- ✓ A \$75.00 non-refundable deposit. We accept cash, debit cards, most major credit cards, and paypal
- ✓ Documents from Checklist (Pages 2 & 3) that apply to you.
- ✓ Bring all property closing statements for purchase, selling, refinance, and any notices regarding foreclosures.
- ✓ Voided check for Direct Deposit of refund(s).
- ✓ Any Federal or State Tax notices or correspondence received during the year.
- ✓ Social Security Card(s) for: you, your spouse, and all dependents.
Note: Dependent children must have a Social Security number. If not yet obtained, final completion of your return **will be** delayed pending issuance.
- ✓ If a new client, please bring your most recently filed Federal and State Tax Returns.

If applicable:

- ✓ Death Certificate for taxpayer or spouse
- ✓ Marital Settlement Agreement and final decree.

Yes	Did You	Bring documents with you for copying	Attached
	Earn wages in the US or a foreign country	W-2's from all employers, or a record of foreign earnings using the exchange rate	
	Receive Federal Stimulus Payment	Amount received	
	Earn interest from financial institution(s)	1099-INT	
	Redeem any U.S. Savings Bonds for higher education costs	Bearer name, issue date, amount of principal and interest - Name & address of education institution	
	Hold seller finances note(s) i.e. trust deed	Name, address, SSN of payer and amount(s)	
	Earn dividends	1099-DIV or similar statement	
	Receive state refund	1099-G	
	Receive alimony	Name of payor and amount	
	Operate a small business or a farm (self-employed)	1099-MISC - summary of gross income and itemized list of expenses (refer to Business Tax Data sheet)	
	Sell stocks, bonds or mutual funds	1099-B dates bought, original cost	
	Sell a home, land or other property	1099-S and closing settlement statements for both purchase, sale and list of improvements to home/land	
	Loss of property due to foreclosure, voluntary repossession or forced sale	1099-A, 1099-C and closing settlement statement for purchase. FMV and principal balance at disposition	
	Have business/capital losses, carryovers or suspended losses	Supporting documents from prior years	
	Receive pension/annuity income or IRA/401K distribution	1099-R	
	Convert an IRA to a Roth IRA	Dates and amounts of each transaction and 1099-R	
	Own rental property	Summary of gross rents and itemized list of related expenses (see Asset Tax Data sheet)	
	Receive royalty income	1099-MISC or similar statement	
	Invest in a partnership or S corporation	Schedule K-1 or similar statement	
	Receive income as a beneficiary of an estate or trust	Schedule K-1 or similar statement	
	Receive unemployment compensation or paid family leave	1099-G from EDD (some have withholding on statements)	
	Receive Social Security or Railroad Retirement benefits	1099-SSA or 1099-RRB	
	Receive income from lottery or gambling winnings	W2-G or similar statement and proof of gambling losses	
	Receive prizes, awards or other income	1099-MISC	
	Have dependent child (children) who received taxable income	Child's W-2's, 1099's, other income statements	
	Receive income from other source(s) ie barter, jury duty, election precinct, insurance proceeds, foreign income	Description and amount(s) of each	

Yes	Did You	Bring documents with you for copying	Attached
	Receive nontaxable monies, ie VA benefits, housing allowance, Workman's comp/SDI, child support, loans, gifts, inheritance or life insurance proceeds, etc	Description and amount(s) of each	
	Contribute to IRA, KEOGH, MSA, SEP or SIMPLE	Form 5498 and year end statement, showing account value, date and amount of current year contribution (each account)	
	Make payments on a student loan	1098-E or similar statement of interest paid	
	Pay tuition for college or vocational training	1098-T or similar statement of interest paid	
	Move more than 50 miles for business or employment	List of un-reimbursed moving expenses, dates in or out of state and number of miles	
	Pay alimony	Name, SSN of ex-spouse and amount paid	
	Pay medical expenses, ie long-term care, health insurance premiums, labs, doctors, dental, prescriptions, co-pays, miles, glasses, etc	Description and amounts	
	Pay income tax to State	Tax year, amount and date(s) paid	
	Pay sale tax on purchase of an auto, boat, RV, mobile home, and on building materials for improvements	Receipt(s) and contract(s) of amount(s) paid	
	Pay real estate tax	County tax statements for both current and previous years and cancelled checks or Form 1098 if paid by Lender	
	Register your vehicle(s)	DMV renewal form with breakdown of fees	
	Buy or refinance a home	Final closing settlement statement	
	Pay mortgage interest on residence, equity line or vacation home	1098 or similar statement (if seller financed, show name, address and SSN)	
	Have a Mortgage Credit Certificate	The certificate (MCC)	
	Pay interest on other investment property or margin account(s)	1098 or similar statement	
	Make charitable donation(s) cash or non-cash. Do volunteer work.	Itemized list Note: All cash donations require documentation from organization. Non-cash donations totaling \$500 or more require who, when, where, what and value & must be in good condition.	
	Donate a car, boat, RV or airplane	1098-C	
	Have a theft loss or casualty loss due to a natural disaster	Description, dates, insurance cover and summary of value and items lost	
	Use your vehicle for business	Travel log, business miles, parking fees, tolls	
	Have other un-reimbursed business expenses ie travel, lodging, meals, entertainment, dues, publication, tools, equipment, education, licenses, job search, phone, uniforms, supplies, etc	Itemized list of expenses and amounts (see Business Data Form)	
	Have tax or investment related expenses, ie tax preparation, IRA fees, broker, attorney, consultant, safe deposit box, etc	Itemized list of expenses and amounts (but not attorney fees for preparation of wills and trusts)	
	Have an employer required business office at home	Business square feet and total square feet of the home, utilities (see Business Data Form)	
	Pay for childcare or receive pre-tax dependent care benefits	Name, address, telephone number and SSN/EIN of each provider and amounts paid	
	Adopt a child during the year	Name, DOB, SSN, & list of related expense	
	Have household employees	Name, address, SSN, amount of wages paid and taxes withheld	
	Make Federal/State estimated payments	All cancelled checks including payments made in January of this year	
	Purchase a hybrid car	Date purchased, total cost, year, make, model	
	Made energy conservation improvements to home or business	Describe date, cost, make & model of appliances	
	File bankruptcy/have cancellation of debt	1099-C & bankruptcy discharge papers	

Guidelines for Non Cash Charitable Contributions:

You are responsible for a detailed list of items donated

Note: Thrift value is generally 10-25% of original cost depending on condition and usage. if the item is new, never used and in style, you may claim a higher percentage.

CLOTHING	LINENS/DRAPES	FURNITURE	
Blouses/Shirts \$5-12	Drapes \$10-40	Bed \$50-200	Color TV \$50-175
Coats \$10-75	Throw Pillow \$2-5	Coffee Table \$25-75	Dryer \$60-100
Dresses \$10-40	Sheets \$3-10	Desk \$45-200	Gas Stove \$60-200
Jackets \$10-35	Throw Rug \$5-25	Dresser \$45-200	Fridge \$60-200
Shoes, Boots \$5-20	Bedspread \$5-25	End Table \$15-75	Vacuum \$20-80
Skirts \$5-16	Blankets \$5-15	Dinette Set \$65-135	Washer \$50-160
Suits \$12-80	Curtains \$2-8	Crib \$25-100	Sofa \$50-225
Sweaters \$5-25		Lamp \$10-25	
Dress Shirt \$5-10			
TOYS/BIKES	EXERCISE EQUIP	BABY THINGS	TOOLS
10-25% of original cost	10-25% of original cost	10-25% of original cost	Chain Saw \$20-150
			Lawn Mower \$10-400
			Wheelbarrow \$5-15