Tax Documents Checklist:

- ✓ Last two years tax returns (new clients only)
- ✓ Social Security numbers and dates of birth for taxpayers and all dependents
- ✓ Wage Income – Provide ALL W-2's
- ✓ Provide all 1099's (1099-DIV, 1099-INT, 1099-C, 1099B, 1099-S, 1099-MISC for example)
- ✓ Provide all 1098's (mortgage interest 1098, tuition 1098-T, student loan interest 1098)
- ✓ Retired - Provide all SSA-1099 Forms
- ✓ Year-end statements from Mutual Funds and/or IRA's
- ✓ Purchase & Sale information for anything sold during the year
- ✓ **(NEW THIS YEAR)** Forms 1095-A, 1095-B, or 1095-C. If coverage is through Healthcare Exchange you will receive form 1095-A. Optional this year are forms 1095-B provided by your insurance company or 1095-C provided by your employer. Include with your documents if received.
- ✓ **(NEW THIS YEAR)** Copy of health insurance card and detailed billing statement showing who is covered under your policy (if married with dependents)
- ✓ Property tax statements, paid and assessed
- ✓ Documents for Charitable Contributions (both monetary & property donations)
- ✓ Child Care Provider Information: Name, Address and ID#
- ✓ Copy of Social Security Cards – This applies to all NEW CLIENTS or **new additions to the family.**
    - ➢ NEW Clients it is important to have them on file to confirm information and comply with IRS requirements
- ✓ All YEAR END tax documents received in the mail, including documents, you are unsure of

If you believe you may have a tax refund and would like to have your refund direct deposited please fill out the information requested below. You MUST complete the banking information below in order to confirm information on file.
If available include copy of voided check or deposit slip.

Name of Bank: ____ Type of Account ________ Checking _______ Savings

Bank Routing Number: _____________________________ Bank Account Number: ________________________________

- ✓ IF applicable:
    - ➢ Itemized Deductions
        - Medical/Dental/Vision expenses
        - State/local income taxes paid
        - Mortgage Interest
        - Real Estate & Personal Property taxes paid in 2013
        - Cash donations to charity
        - Receipts for property donated to charity
        - Unreimbursed employee/work-related expenses
        - Tax preparation fees
        - Gambling losses (up to amount of winnings)
    - ➢ Rental Property Activity/Real Estate Activity
    - ➢ Schedule C – Self-Employed Business Activity
        - Back Up of Accounting System Data (QuickBooks or Peachtree)
        - Excel Spreadsheet of Business Activity, Receipts, Mileage Log
    - ➢ "S" Corporation
        - Copies of tax returns for the past three years
        - Bank Statements
        - Back Up of Accounting System Data (QuickBooks or Peachtree)
        - Excel Spreadsheet of Business Activity, Receipts, Mileage Log