

WHAT TO BRING LIST

- **NEW CLIENT? Copy of last year return**
 - **Health Ins purchased through marketplace – need Form 1095-A**
 - **Health Ins forms 1094 or 1095**
 - Estimated tax payments, if any
 - Interest Income (1099-INT)
 - Dividend Income (1099-DIV)
 - Pension Income (1099-R)
 - Unemployment Comp. (1099-G)
 - Soc. Security Benefits or RRTA
 - Distributions from Profit-Sharing-401(k)-IRA's, etc. (1099-R)
 - Alimony income/expense
 - Commissions-Independent-Contractor-Self Employment income and expenses (call for add'l worksheet)
 - Railroad Retirement Benefits (RRTA-1099)
 - Long Term Care Insurance Premiums (even if you don't itemize)
 - **Educators** – Classroom expenses incurred (even if you don't itemize)
 - Change of job moving expenses
 - Rental property income and expenses
 - Income from Partnerships, Estates Trusts, S-Corps, etc. (K-1)
 - Did you sell any real estate (see personal residence below); securities: stocks, mutual fund share, etc?
You will need:
 - Date of sale and sales price
 - Records of date of purchase and original cost
 - Cost of improvements (real estate)
 - Did you sell your personal residence? You will **most likely** not have to report this, but please let me know. In the event it is reportable, you will need:
 - Closing statement from purchase of home
 - Closing statement from sale of home
 - Records of any improvements
 - Birthdates & SSN's for everyone on return
 - IRA/SEP/KEOGH contributions/rollovers/withdrawals
 - Gambling/Lottery Winnings
 - Child care expenses so you could work - need name, address, SSN, and full amount paid to **each** day care provider **even if you did pre-tax plan through your employer.**
 - Health Insurance Premiums **only if not payroll deducted pre-tax** (even if you do not itemize deductions)
 - HSA – 1099 form and contributions (**only if not payroll deducted**)
 - Jury pay - prizes - awards
 - Did you sell or trade in any business assets e.g., car, computer, rental property?
You will need:
 - Records of date of purchase and original cost
 - Records of prior depreciation
 - Any settlement statements
 - Do you make interest payments on a student loan?
 - Tuition for yourself, your spouse, and your dependents? Books possibly also.
 - Contributions & distributions from state tuition programs
 - Adoption expenses
- To itemize your deductions, we will need:**
- Out of pocket medical expenses (must exceed 10% of income to help (7.5% if 65 or over) Health Insurance counts **only if not paid through a pre-tax payroll deduction.**
 - Did you buy or sell a home? I will need your closing statements for possible deductions
 - Home mortgage interest (1098)
 - Real Estate Tax
 - PMI on homes bought 2007 or later
 - Personal Property Tax for property-car, boat, etc.
 - Sales Tax on cars, trucks, RV's, boats, motorcycles)
 - Charitable contributions
 - **Employee business & miscellaneous expenses (must exceed 2% of income to help)**
 - Business Expenses
 - Travel/transportation (call for auto wrksh)
 - Meals/Entertainment
 - Lodging
 - Job related tools, supplies, dues, subscriptions, licenses, permits, etc.
 - Business Gifts
 - Job related educational expenses
 - Job seeking expense
 - Union dues
 - Safety items/uniforms
 - Uniform cleaning expense
 - Business pager/cell phone
 - Miscellaneous:
 - Safety deposit box fees
 - Tax preparation fees
 - Gambling losses (**only to the extent of winnings claimed**)
 - IRA fees not withheld from IRA account and investment expenses