

# *Financial Excellence*

## √ BASIC INDIVIDUAL TAX CHECKLIST √

Please have the following items available for your appointment

- (New Clients Only) Prior Year's Tax Return, Birth Dates, Social Security Cards
- Birth Date(s) and Social Security Cards for any New Dependents
- All Employer W-2 Forms, Social Security Benefits Stmts, Gambling Winnings
- Final Paystubs for prior year and most current paystub showing Year to Date Earnings
- Any IRS or FTB Notices or Correspondences received
- Any 1099 forms (Interest/Divs, Misc Income, Stock Sales, Prizes, Cancelled Debt)
- Retirement Plan Contributions, Distributions, Rollovers (401(k),IRA, Roth, SEP, Simple)
- Partnership/Estate/Trust Income Statements (Schedules K1)
- Alimony Received or Paid (need Recipient's name and Social Security Number)
- Closing Statements for the sale, purchase, or refinance of **any** Real Estate
- Purchase Prices and Dates of purchase for any security **sold** (stocks, options, bonds, land)
- Child Care - Name, address, amounts paid, and tax id number of provider
- HSA (Health Savings Account) Statements
- Student Loan interest paid
- Estimated Tax Payments (need Exact Dates and Amounts for each payment)
- Education expenses for self, spouse or dependents
- Teachers Expenses (Books, supplies, classroom materials)
- USE Tax to be paid for purchases on which no sales tax was paid (Amazon, etc)
- For Itemized Deductions - Statements for:
  - Mortgage Interest (Forms 1098), Real Estate taxes Paid (Actual Bills)
  - Sales Tax Paid on purchases of autos, boats, or major home improvements
  - Auto/Boat/RV Registrations and Personal Property Tax Bills
  - Charitable Contributions (Separate Monetary donations from Household Goods)
  - Unreimbursed Employee Expenses (Dues, Travel, Office, Job Search, Supplies)
  - Casualty or theft losses (must exceed 10% of total income)
  - Medical Expenses (must exceed 7.5% or 10% of total income)
- For Rental Property :
  - Rents received
  - Separate Maintenance, repair, Improvement & Travel/Mileage records
  - Mortgage Interest and Real Estate Taxes Paid
  - Insurance, Assoc. Dues, Utilities, Advertising, Management Fees
  - (1<sup>st</sup> Yr Only) Purchase price/Market Value, date in service, Actual Property Tax Bill
- Other: \_\_\_\_\_