

Please gather the following information for your Tax Advising Team.

* Driver’s License or State ID (if married provide spouses)
* Social Security numbers for yourself, spouse, and dependents
* Birth dates for yourself, spouse, and dependents
* Most Recent Tax Returns (2 years) *if we have not prepared your returns*
* Voided Check/Bank Information *if you want direct deposit or direct debit*
* Divorce decree - if applicable
* Signed 8332 for custodial parent - if applicable
* **Income:**
  + W2 if employed
  + 1099G if unemployed
  + 1099MISC if self-employed along with business financial statements, records of estimated tax payments, office in the home\*, depreciation schedule, mileage logs, and description of vehicle(s)

\*Office in the home: square footable of exclusive space used for business, square footage of entire home, all utilities costs, homeowners insurance, alarm system, repairs and maintenance

* **Unearned Income:**
  + 1099INT from banks and credit unions
  + 1099DIV and 1099B from brokerage firms
  + Alimony received
  + 1099R - IRA, Pension, and Annuity
  + 1099SSA - Social Security benefits
  + State Income Tax refund from previous year (if you are new to our firm)
  + Jury duty payments (if retained)
  + Gambling winnings (bring in supporting losses to offset)
* **Other Income:**
  + K1 - Form 1065, 1120S, 1041
  + Rental Income and detailed rental expenses including any new asset items (date of improvement/purchase and total cost) and depreciation schedule (if new to our firm)
  + 1099SA - distributions from HSA/MSA - if qualified list of medical expenses
  + Hobby income and expense
* **Deductions:**
  + 1098INT - Mortgage and/or Home Equity Line of Credit on all properties
  + Property tax bills and record of all payments on all properties owned
  + Charitable donations - detailed list of cash/check. A second detailed list of clothing and household goods donated (ex: Goodwill) with dates of those contributions if over $500.00
  + Any state taxes paid for previous years
  + Charitable miles driven
  + Medical expenses - prescriptions, copays, hospital, nursing care, vision & dental
  + Medical premiums (if NOT pre-tax through the employer)
  + Medicare supplements paid out of pocket
  + Medical miles driven
  + Vehicle loan interest paid if used for business
  + Alimony paid with recipient’s full name and social security numbers
  + Childcare Records - recipient’s name, social security number or FEIN, and address and amount paid to the provider
* **Education Expenses:**
  + 1098E - Student Loans
  + 1098T - From educational institution with details of your payments
  + Private School (K - 12) - School name, address, FEIN, and tuition paid
  + 1099Q - Payments from Qualified Educational Programs (if applicable)
* **Deduction/Contributions:**
  + Form 5498 - Self directed IRA’s (ROTH or TRAD), SEP and SIMPLE IRA’s
  + Form 5498 - Self directed HSA Contributions
  + EdVest or Tomorrow Scholar 529 - Educational plan contributions
* **Health Insurance:**
  + Form 1095-A if you enrolled in an insurance plan through the Marketplace Exchange
  + Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
* **Provide year end statements which will be used to quality check reporting:**
  + Banks and credit unions
  + Brokerage accounts
  + 401(k) 403(b), 457, or other Qualified Employer Plans - include current and previous employers, IRA’s - ROTH and Traditional
  + Annuities - fixed and variable
  + Life Insurance statements with Cash Value (term policies not needed)