Name(s): **Interview Checklist**



* **Income: W2** if employed, **1099G** if unemployed, **1099MISC** if self-employed
* **Unearned Income:**
  + **1099INT** from banks/credit unions, **1099DIV** & **1099B** from brokerage firms (If our financial planning client - not applicable), **1099R** - IRA, Pension, Annuity
  + **1099SSA** - Social Security benefits, Jury duty payments (if retained)
  + Gambling winnings (bring in supporting losses to offset), Alimony received/Alimony paid
* **Other Income:**
  + **K1** - Form 1065, 1120S, 1041
  + Rental Income and detailed rental expenses
  + **1099SA** - distributions from HSA/MSA
* **Deductions:**
  + **1098INT** - Mortgage and/or Home Equity Line on all properties
  + **Property tax bills** and record of all payments on all properties owned
  + Charitable donations (if over $500 talk w/ clients) and Charitable miles driven .
  + Medical expenses - prescriptions, copays, hospital, nursing care, vision & dental
  + Medical premiums (if NOT pre-tax w/ ER) OR Medicare supplements paid $ .
  + Medical miles driven .
  + Childcare Records - need provider FEIN/SSN, name and address
* **Education Expenses:**
  + **1098E** - Student Loan, **1098T**- from educational institution with details of payments, Private School (K-12) - school name, address, FEIN, and the amount of tuition paid
  + **1099Q** - Payments from Qualified Educational Programs
* **Deduction/Contributions:**
  + Form **5498**-Self directed IRA’s (ROTH/TRAD), SEP and SIMPLE IRA’s & HSA’s
  + EdVest or Tomorrow Scholar 529 - Educational plan contributions
  + Form **1095-A** (Marketplace) or Form **1095-B/1095-C** if insurance is NON-Marketplace
* **Wisconsin Resident:** Rent Paid $ Was heat included? Yes or NO?
* **Existing clien**t - confirm the same? Banking Marital status dependents (review ages)

**New client**:

* Driver’s Lic(s), Social Security numbers and birth dates *for all dependents*
* Recent Tax Returns (2 years)
* Voided Check/Bank Information *if you want direct deposit or direct debit*
* State Income Tax refund OR balance due from previous year