VG CPA PC--2017 Check List

Existing:

- ☐ Any change in marriage status
- ☐ Any additional family members
- ☐ Any change in resident address
- ☐ Copy of Drive License/You & Spouse

New Client:

- ☐ Last year's Tax Returns: **1040 / 1040EZ / 1040NR**
- ☐ **SSN/ITIN** for any dependents

In case of **applying for an ITIN**, please send the scanned copies of:
Copy of first 2 pages and last 2 pages of your and dependents passports, copy of visa and 1-94

Income-related forms:

☐ Salary Income	**W-2**	For self / working spouse
☐ Interest Income	**1099 INT / 1099 DIV**	For any interest on a back account
☐ Income from Stocks	**1099-B**	Realized Gain Summary for tax year
☐ Retirement Account Transactions	**1099 R**	For transfer / Withdraw / Rollover your 401 K, IRA or any other retirement account
☐ Compensation from clients	**1099 MISC**	If you received compensation from clients in your name while working as a contractor
☐ Tax Refund	**1099 G**	If you received any of state tax refund in previous year
☐ Company Ownership	**K-1**	If you are a partner in LLC, S corporation
☐ Credit Card Related	**1099 C**	If you settled any of your debt from credit company/banks etc. at lower amount
☐ Education	**1099 Q**	If you withdrew money from 529 plans (College Education plan) for reasons other than paying tuition
☐ Other Income	**Relevant documents**	for any other relevant income

Expenses-related forms:

☐ 1098-T	If the Taxpayer / Spouse / Dependent paid any college Tuition fees (along with all the details of the fees) If you have invested in Health Savings plan for yourself or for your family
☐ 1098-E	Student Loan Interest statement
☐ Voided Check / Property tax bill	Details of the personal property tax payments
1098 INT	Home Mortgage Interest Payments
☐ Receipt / Voided check/Credit card or bank statements	For any donation/gift sent to a non-profit organization only
☐ Receipt / letter	For any donations > $500 in kind to non-profit organizations only
☐ Other	Car Property tax, Child care expenses receipt, etc.

Other-related forms:

☐ IRA Contributions amount	Along with the details of IRA contribution (Traditiona, Roth Sep IRA, etc)
☐ State tax return / voided check	Actual tax payment in last year (State taxes, property taxes, City and locality taxes
☐ HUD statement	If bought, sold or foreclosed a house in the tax year
☐ Documents	For any other Donations made