

TAX MATTERS, LLC

Tax Preparation Checklist – Current Tax Year

Please bring a copy of last years Tax Return with you if not prepared by me!

Please Enter your Name & Address- (you may enter “same” if nothings changed from last year)

Taxpayer _____ SS # _____ D.O.B. _____

Spouse _____ SS# _____ D.O.B. _____

Address _____ State _____ Zip _____

Phone: Home _____ Work (TP) _____ Cell (TP) _____

Occupation: TP _____ SP _____

Please Enter your Filing Status & Information on any Dependents (you may enter “same” if nothings changed from last year)

___ Single ___ MFJ ___ MFS (Spouses Name & SS# Above)

Unmarried HOH (Name & SS# of Child if not dependent-note self supporting child no longer qualifies even if lives with taxpayer)

___ Qualifying

Widower w/dependent child

Please enter your dependents information

Dependents Name	D.O.B.	SS#	Relationship	Months i n Home

Are you a full year resident of NY? _____ If Not list other state & date of move: _____

Would you like your refund deposited to your account or payment w/d from it? _____

Enter Bank Routing # _____ (1st 9 #'s on Bottom of Check)

Enter Your Account # _____ (2nd set of #'s excluding check #)

Or simply include a voided check

The following checklist is for your use to be sure all information needed is included.

INCOME

- ___ W-2's from Employers
- ___ 1099 INT – Interest received by you from banks
- ___ 1099 Div – Dividends received from stocks
- ___ 1099 B – Sales of Stock – **Be sure to include the purchase price, date purchased & date sold of each share!**
- ___ 1099 G – Last Years State Refund you received
- ___ 1099 G - Unemployment Compensation
- ___ 1099R – Pensions or Withdrawals from 401K plans etc
- ___ SSA-1099 – Social Security Benefits
- ___ 1099M – Miscellaneous Income from non-employee compensation- I will need to do a small business return for you and will require any business expenses related to the income. You should make an appointment to discuss this with me!

Rental Income- I will need to do a schedule E for you and will require any rental expenses. You should make an appointment to discuss this with me!

SELF-EMPLOYMENT INCOME

I will need to do a small business return for you and will require any business expenses related to the income. You should make an appointment to discuss this with me! If possible, provide a worksheet showing income and listing all expenses related to generating it. If you are deducting for an office in your home, I will require the % of the home used and any household expenses paid such as heat, electric, repairs etc.

Tax Preparation Checklist – cont.

ADJUSTMENTS TO INCOME

- _____ Educator Expenses
- _____ Contributions to IRA
- _____ Student Loan Interest

ITEMIZED DEDUCTIONS

- ___ Medical Expenses not covered by insurance (these must be > 7.5% of your gross income)
- ___ State Tax w/h from Salary- this will be on your W-2
- ___ Real Estate Taxes- be sure to include both school taxes & land taxes (these may be on your mortgage interest statement if they are paid out of escrow)
- ___ Mortgage Interest from form 1098's (be sure to include any home equity loan interest)
- ___ Charitable Contributions-Cash (all cash contributions must have receipts to back them up now)
- ___ Charitable Contributions-Non Cash (include statement from charitable organization)
- ___ Un-Reimbursed Employee Expenses-travel & tolls (but not to & from work), union dues, special

protective clothing, uniforms & cleaning, training & education, special tools etc.

___**Tax Preparation Fees** – I have this figure on file

CREDITS AGAINST TAX

___**Child Care Expenses**- be sure to give me the name of the agency & it’s tax ID # (ss# if Individual)

___**Tuition** - for yourself or a student that you are claiming as a dependent. (You should receive a statement from the college showing this amount)

___**Child Tax Credit**-I will automatically calculate this credit for all children under 17 at the end of the year.

___**Earned Income Credit**-Again, I will automatically calculate this for you if eligible.

OTHER ITEMS-Please Specify