

# TAX MATTERS, LLC

## Tax Preparation Checklist – 2012 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 # \_\_\_\_\_ (1<sup>st</sup> 9 #'s on Bottom of Check)

Enter Your Account # \_\_\_\_\_ (2<sup>nd</sup> 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