Pre-appointment Checklist

We recommend you scan through this list to be sure you have everything gathered and to note any questions you want to ask – there's also a custom list of the tax documents you had last year. Having everything ready helps keep your taxes on track. Simply check the boxes below for ☐ *Yes* / ☐ *No* / ☐ *Not sure*.

General

☐/☐/☐ Any *changes* to your mailing address, cell/home/work numbers, or e-mail addresses? – mention during your tax interview.

☐/☐/☐ Any *new dependents* to add? – bring name, date of birth, and SSN. (Congratulations by the way.) :)

☐/☐/☐ Any *dependents* from last year *to remove*? – mention during your tax interview.

☐/☐/☐ Any *new bank accounts* to use for direct deposit of refunds? – bring check from the account (or at least routing and account number).

Individual Additions

☐/☐/☐ Any *wages*? – bring Forms W-2 from each employer.

☐/☐/☐ Any *special employer compensation*? – bring explanatory letters from your employer (e.g., subsidized moving costs, exercised stock options, etc.)

☐/☐/☐ Any *retirement plan withdrawals*? – bring Forms 1099-R from each retirement plan.

☐/☐/☐ Any *IRA withdrawals* from accounts in which you have "basis"? – bring the previous year's ending account balance for each IRA account.

☐/☐/☐ Any *Social Security benefits*? – bring From SSA-1099 for each recipient.

☐/☐/☐ Any *interest income* over $10 from bank accounts? – bring Forms 1099-INT from each bank.

☐/☐/☐ Any *dividend income* on investment accounts? – bring Forms 1099-DIV from each financial institution.

☐/☐/☐ Any *sales of investments*? – bring Forms 1099-B from each financial institution. Look up any missing purchase dates and/or purchase prices for sales made.

☐/☐/☐ Any *state refund* received? – bring Forms 1099-G from each applicable state.

☐/☐/☐ Any *unemployment compensation*? – brings Forms 1099-G from each applicable state.

☐/☐/☐ Any *gambling winnings*? – bring Forms W-2G for each winning. Also bring a summary of all gambling losses for the year.

☐/☐/☐ Any ownership interests in *partnerships, S-Corporations, or trusts*? – bring Form K-1 for each interest.

☐/☐/☐ Any withdrawals from *college savings plans*? – bring Forms 1099-Q for each account.

☐/☐/☐ Any withdrawals from *Health Savings Accounts*? – bring Forms 1099-SA for each account.

☐/☐/☐ Any *alimony* received? – provide the total amount received and the payer's SSN.

☐/☐/☐ Any income received in a *foreign country*? – bring details to discuss further.

☐/☐/☐ Any level of involvement with *financial accounts overseas*? – come with details of amounts, income earned, etc. to determine what, if any, reporting may be required.

☐/☐/☐ Any *other income* or tax form received (including debt cancellation)? – bring details to discuss further.

Individual Subtractions

☐/☐/☐ Any *childcare* paid? – bring provider name, address, tax ID, and amount paid per child.

☐/☐/☐ Any higher education *tuition paid*? – bring Form 1098-T from each educational institution, plus amounts for books and other related expenses.

☐/☐/☐ Any *contributions into IRA's* (Traditional, Roth, SEP, SIMPLE, etc.)? – bring Form 5498, or total for amounts contributed per account.

☐/☐/☐ Any contributions into *Health Savings Accounts*? – bring Form 5498-SA.

☐/☐/☐ Any contributions into home state *college savings plans*? – bring a summary of amounts contributed per child per account.

☐/☐/☐ Any *real estate owned/purchased/sold/refinanced*? – bring Form 1098 for any mortgage; real estate taxes paid by property; and settlement statements for any purchases, sales, or refinances.

☐/☐/☐ Any *monetary charitable contributions*? – bring a summary total, and keep recipient receipts on file for any giving instances of $250 or more.

☐/☐/☐ Any *non-monetary charitable contributions*? – bring a summary total, and if grand total is greater than $500, the receipts showing recipient, address, and item descriptions. (Example values can be found at http://satruck.org/donation-value-guide.) Bring Form 1098-C if vehicle donated.

☐/☐/☐ Any *significant medical costs* paid out-of-pocket (generally greater than 10% of your income)? – bring subtotals by type of medical cost. If you're self-employed covered under your own plan, bring the premiums total.

☐/☐/☐ Any *significant "miscellaneous itemized deductions"* like un-reimbursed employee costs, investment fees, certain legal fees, tax preparation fees, job search costs, safe deposit box rentals (generally combined to greater than 2% of your income)? – bring subtotals by type of cost.

☐/☐/☐ Any *estimated taxes* paid? – bring a list of dates paid, amounts, and payees.

☐/☐/☐ Any *student loan interest*? – bring Form 1098-E.

☐/☐/☐ Any *alimony paid*? – bring a total of the amount paid, and the recipient's SSN.

☐/☐/☐ Any *energy-efficient improvements* to your house (windows, insulation, heater/air conditioner, and similar)? – bring subtotals of the amounts paid by improvement type.

☐/☐/☐ Any *health insurance coverage*? – bring Form 1095-A/B/C.

☐/☐/☐ Any *other items* you think may reduce your taxes? – bring details with you to discuss further. (Includes out-of-pocket teacher expenses, unreimbursed partnership expenses, etc.)

RENTAL ACTIVITY

☐/☐/☐ Any *rents received* from tenants? – bring Form 1099-MISC if received from tenant or property manager.

☐/☐/☐ Any *rental expenses*? – bring financial summaries from property managers if any, Forms 1098 from banks for mortgage interest, and your own financial summary (rental worksheets are available on our blog if helpful).

☐/☐/☐ Any significant *rental improvements*? – be sure to list separately larger equipment purchases, remodeling, and similar so we can evaluate for proper categorization.

BUSINESS ACTIVITY *(see separate checklist attached, also available on our blog at elementscpa.com/blog)*