

PRE-APPOINTMENT CHECKLIST (Individuals)

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 Form 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 Insights Blog at elementscpa.com)