PRE-APPOINTMENT CHECKLIST (Individuals)

Be sure to scan through this list before your tax interview to confirm you have everything gathered and to note any questions you want to ask – there's also a separate custom list of the tax documents you had last year. Having everything ready will help keep your taxes on track. Simply check the box if you have that item or a related question.

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" (i.e., already taxed monies)? – 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* over $10 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 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, un-reimbursed 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 Insights 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 included and available on our Insights Blog at elementscpa.com)*

Upload Your Files

Save effort and trees by going digital! Many financial documents are already available in PDF, plus you can easily create PDF's using a scanner or even your smartphone (we like the *Scannable* app for iOS and *ScanBot* for Android).

Use the steps below to easily and securely share your files with our team...

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1. Log into your *e-Cabinet* from our website (available under the Circle Members > e-Cabinet menu), or using the direct link (http://e-cpa.com/2h0Ji0N).
2. Click on the folder with your name, then the folder titled "Upload Files Here".
3. Drag and drop your files, -or- click Browse and select your files.
4. Watch your files upload in a snap, and you're done!

If you'd like to see a quick video demo of how it works, check out Sharnice's tutorial on our YouTube channel – http://e-cpa.com/2TSjwQe

No need to drag papers to your tax interview, or send snail mail! :)