

MOST FORGOTTEN ITEMS

1. HUD-1
2. Stock Basis
3. Daycare Federal ID
4. Proof of Healthcare

1. Real Estate Transactions - If you bought, sold, or refinanced any real estate, bring along the closing statements. If you cannot locate your HUD-1 settlement statement, you may get duplicates from the escrow company, or we may be able to help you. Just bring in what you have.
2. How much you paid for stock sold and when you bought it.
3. Each daycare has its own Employer Identification Number (EIN). Bring the EIN and your daycare's address.

INCOME CHECKLIST

- W-2s from every employer last year
- Forms 1099-MISC, 1099-S, 1099-C, 1099-B, 1099-INT, 1099-Q, 1099 HSA, 1099-R. **Check online if necessary.**
- Tips
- Unemployment benefits
- Interest from banks, credit unions, etc.
- Dividends from stock, mutual funds, etc.
- Stock sales including **PURCHASE DATE(S) AND HOW MUCH YOU PAID FOR THEM**
- Commissions and fees
- Rental property income and expenses
- Pensions and annuities received
- Alimony received
- Prizes and awards
- LLC, LLP, partnership/Schedule(s) K-1
- Beneficiary's share of estate or trust/Schedule(s) K-1
- S Corporations Income/Schedule(s) K-1
- Sale of personal residence
- Sale of other real estate
- Scholarships/Fellowships

ADDITIONAL INCOME ITEMS

- Business/Farm income and expenses
- Social Security or RR Benefits
- State tax refunds
- Royalty income
- W-2G (Gambling winnings)
- IRA/Keogh plan distributions
- 401(k), profit sharing, etc. plan distributions
- Year-end investments account statements showing market value

ADJUSTMENTS CHECKLIST

- Contributions to your I.R.A. (Individual Retirement Arrangement)
- Contributions to your Keogh or SEP-IRA plan (self-employed retirement), SIMPLE, HSA
- Alimony with recipient's Social Security Number
- Early withdrawal penalty (CDs)

EXEMPTIONS CHECKLIST

- Any births, adoptions, marriages, divorces or death in your immediate family this year

CREDITS CHECKLIST

- Expenses for education, care of children, adoption, disabled spouse or other dependents - **Amounts, Tax ID #, and to whom paid.**
- Sales invoice for hybrid or electric vehicle
- Invoice for energy improvements on home

DEDUCTIONS CHECKLIST

HEALTH CARE EXPENSES

- Medical or hospital insurance (premiums paid, reimbursements)
- Prescriptions
- Hospital payments
- Transportation for medical care
- Glasses, contact lenses, eye examinations
- Artificial teeth and limbs
- Special schooling for physically or mentally handicapped
- Therapy, lab tests, X-rays, etc.
- Clinics to control smoking, drinking, drug abuse, psychiatric treatment, weight loss
- Medical Supplies-hearing aids, hearing aid batteries, adult diapers for incontinence, etc.
- Outpatient lodging
- Birth control
- Service animals for the disabled
- Organ donor expenses
- Nursing services/nursing home
- Long-term care premiums

TAXES

- Real estate tax
- State income and/or intangible tax(es)
- Personal property tax
- Time share (property taxes paid)
- Sales tax paid on new motor vehicle

- ESTIMATED TAX PAYMENTS

INTEREST PAID

January statements from mortgage lenders often show interest or finance charges for the previous year.

INDIVIDUAL INTEREST

Check Online if necessary.

- Mortgages on residence, 2nd mortgages/home equity lines of credit, **Form 1098**
- Mortgage on 2nd home or vacation home
- Student loans, **Form 1098-E**

BUSINESS OR INVESTMENT INTEREST

- Credit union/bank loans
- Life insurance loans
- Personal Loans

CONTRIBUTIONS TO CHARITY

Detail MUST be provided.

- House of worship
- Payroll deduction for charity
- Misc. charitable donations

NON-CASH

- Fair market value of non-cash items
- Mileage and out-of-pocket costs of volunteer service for charity

OTHER DEDUCTIONS

Detail MUST be provided.

- Employee business expenses (job seeking expenses, education, away-from-home expenses, local transportation/mileage, outside salesperson expenses.)
- Moving expenses
- Union or professional dues
- Business publications, journals, books
- Uniforms, tools for work
- Safety and protective equipment
- Telephone tolls, long distance, answering service/machine
- Employment agency fees
- Meetings, conventions
- Safety deposit box/investor expenses
- Tax Preparation fees
- Losses from fire, theft, storm, auto, accident, property damage
- Attorney fees to produce income
- Worthless stock, investments
- Debts owed to you which you could not collect
- Educator expenses
- Gambling Losses

QUESTIONS/NOTES
