CLIENT CHECKLIST FOR INDIVIDUAL INCOME TAX RETURNS
(What to Bring to Your Tax Appointment)

The following list is provided as a reminder of information we may need to prepare your individual income tax returns. We recommend that you keep a copy of your final tax return and supporting documents for seven (7) years.

- **Signed Engagement Letter** – Prior to preparing your tax returns, we require clients to sign a letter which specifies the terms of our engagement and clarifies the tax services we will provide.

- **Family Changes**
  - Marriage/divorce
  - Remove or add a new dependent (provide Social Security # and birth date)
  - Personal information – new email address, home address, telephone #s
  - Bank account information – If this has changed from a prior year or you wish to set up direct deposit or debit, you must provide your bank's routing # and your account #, via voided check or other account documentation.

- **Estimated Federal and State Estimated Tax Payments** including amounts and dates paid

- **Income Reported On….**
  - W-2s
  - 1099s for dividends, interest earned, social security, pension or retirement benefits, unemployment pay, proceeds from securities transactions (see cost basis), gambling winnings, etc.
  - K-1s from estates, trusts, corporations, partnerships, etc.

- **Installment Sales** – all documentation required for 1st year; information regarding payments received for subsequent years

- **Rental Income/Expenses**

- **Cost Basis for Securities Transactions**, including date of purchase, purchase price, date of sale and sale price

- **Year-end Brokerage Account Statements** – look for supplemental enclosures that may contain "hidden" deductions, such as investment fees, percentage of earnings exempt from Federal and/or state income tax, or foreign tax credit information

- **IRA Contributions** – reported amount of contribution and type (traditional, Roth)

- **Deductions**
  - Closing statements for real estate buy or sell transactions, including refinancing
  - Moving expenses if necessitated by job change/relocation
  - Real estate taxes paid
  - Mortgage interest paid
  - Mortgage insurance premiums
  - Non-reimbursed business expenses
  - Charitable Contributions –
    - Cash, check & credit card payments
    - Non-cash items – provide **total** value of items you have donated (keep details for your records)
    - Volunteering expenses, i.e. mileage and any miscellaneous expenses
  - Child care – if applicable to more than one dependent, provide separately for each: cost of care and name, address and Social Security/tax ID # of the provider
  - Education Expenses
    - Tuition payments
    - Course-related expenses (books, student activity fees)
    - Education loan interest payments
    - 529 Plan contributions (possible state deduction)
  - Medical/Insurance Costs
  - Health Insurance premiums paid after tax or if self-employed
  - Long Term Care Insurance premiums (cost by individual if filing a joint return)
- Medical expenses – in addition to normal out-of-pocket expenses for doctors & prescription drugs, include dental/braces, eyeglasses, prescribed health improvement programs (i.e. smoking cessation, weight loss), and travel expenses (mileage, lodging)