

INDIVIDUAL TAX RETURN PREPARATION CHECKLIST

The IRS matches information and forms with the amounts reported on your tax returns; therefore, it is necessary to provide the office with the ORIGINAL documentation (W-2s, 1098s, 1099s, etc.) as it pertains to YOU and ALL HOUSEHOLD MEMBERS. Information and amounts reported to the IRS are also mailed to the taxpayer in envelopes clearly marked "IMPORTANT TAX DOCUMENTS ENCLOSED."

ALL STATEMENTS MUST BE SUBMITTED TO THE OFFICE TO PREPARE YOUR TAX RETURN.

PERSONAL INFORMATION

- Driver's License
- Social Security Card for children born in 2016
- Bank Information for Direct Deposit (bank name, routing number, account number)
- Notices you may have received from the IRS, State or Local tax authorities

HEALTH INSURANCE COVERAGE (*proof of coverage is required for all household members in accordance with the Affordable Care Act –more than one of the following may apply to your tax family, i.e. you may have one or more forms.*)

- Form 1095-A, issued by the Marketplace, if coverage is thru the government Marketplace(Exchange)
- Form 1095-B, 1095-C or other proof of insurance, if covered by an employer plan, private policy or government plan.
- Exemption Certificate Numbers, if you were issued a hardship exemption.

INCOME DOCUMENTS

- ✓ Salary and Wage Income
 - W2 (bring all copies plus year-end paystub)
 - 1099-MISC
- ✓ Interest Income (1099-INT)
- ✓ Dividend Income
 - 1099-DIV (Mutual Funds & Stocks plus year-end statements)
- ✓ Investments Sold 1099-B plus Confirmation Slips*
 - *need date acquired/sold, original cost, sale price
- ✓ Retirement Income
 - 1099-R for IRAs, Pensions and Annuities
 - SSA-1099 Social Security Income
- ✓ Partnership, Trust, Estate Income
 - Schedule K-1 (Forms 1065, 1120S, 1041)
- ✓ Other Income
 - Rental Income, Alimony Received, Child Support, Scholarships (Grants), Unemployment Compensation (1099-G), State & Local Tax Refunds (1099-G), Gambling & Lottery Winnings (W-2G), Prizes & Awards, Jury Duty, Election Worker Pay, Worker's Compensation, Disability Income, Veteran's Pension,

DEDUCTIONS

- ✓ Medical/Dental Expenses
 - Expense total must exceed 10% of AGI to be claimed.** Eligible expenses include: Medical Insurance Premiums (paid by you), Prescription Drugs, Insulin, Eyeglasses/Contacts, Hearing Aids & Batteries, Doctor/Dental/Orthodontist, Lab Fees, Medical Equip & Supplies, Nursing Care, and Medical Therapy
- ✓ Taxes Paid
 - Real Estate Taxes
 - State & Local Income Tax
- ✓ Interest Expense
 - Mortgage Interest (1098)
 - Investment Interest Expense
 - Student Loan Interest (1098-E)
- ✓ Casualty/Theft Loss for property damaged by storm, water, fire accident, stolen
 - *info on amount of damage, insurance reimbursement, repair costs, federal grants received

DEDUCTIONS

✓ Charitable Contributions*

***RECORD KEEPING IS REQUIRED to CLAIM DEDUCTION OF CASH and NON-CASH (clothing, household items, cars, etc.) CONTRIBUTIONS ***

- For cash contributions less than \$250.00, keep canceled checks or credit card statements. Cash contributions over \$250.00 require an acknowledgement of your contribution from the qualified organization or paystub/W-2 for certain contributions made by payroll deductions.
- For non-cash contributions less than \$250.00, keep receipts showing the charity's name, location, date and reasonable description of property donated. Non-cash contributions over \$250.00 require that you must have and retain an acknowledgment of your contribution from the qualified organization.

✓ Child & Other Dependent Care Expenses

- Name and Address of Care Provider
- Care Giver Federal ID Number or SSN
- Amount Paid

✓ Employment Related Expenses that You Paid (not self-employed)

- Unreimbursed Expenses Only (employee receives no reimbursement for the expenses)
- Expenses must be for actual amount paid, estimates are not allowable, and may include but not limited to: Dues (Union, Professional); Books, Subscriptions, Supplies; Licenses; Tools, Equipment, Safety Gear; Uniforms, Sales Expenses, Gifts; Tuition and Books (work related); Travel and mileage (if not reimbursed for exact amount).

✓ Investment Related Expenses

- Tax Preparation Fee
- Safe Deposit Box Rental
- Mutual Fund Fee
- Investment Counselor

✓ Business and Rentals

- Self-employment Income and Expenses (month-end and year-end statements, bank statement and check register)
- Business vehicle expenses (mileage log)
- Home office expenses (square footage of home and office area)
- Rental property Income & Expenses

✓ Estimated Taxes Paid

- Due Date, Date Paid, Amount for Federal, State and Local plus canceled check

✓ Education Expenses

- 1098-T
- Plus Statement from the Institution – must show amount of tuition and fees paid for calendar year ending 2016.
- Receipts for Course materials and text books

✓ Other Deductions and Information

- Real Estate Sales/Purchase (HUD-1) Settlement Sheet
- 529 Plan Contributions for PA State Deduction
- Alimony Paid
- Health Savings Amount Contribution

PA TAX REBATE/PA RENT REBATE: If you are 65 or older and your income is under \$35,000, you may qualify for the Pennsylvania Tax Rebate / PA Rent Rebate. We need your Real Estate tax bills (School District and County & Township /Borough) stamped PAID by the tax collector, including date paid. We also need a copy of your Medicare card or driver's license to prove age eligibility.