

TAX PREPARATION CHECKLIST

It is necessary to provide the office with the actual documentation (W-2s, 1098s, 1099s, etc.) you and all household members receive. The IRS receives copies of the same documentation and matches the numbers with the amounts reported on your tax return. Information reported to the IRS is mailed to the taxpayer in envelopes clearly marked "Important Tax Documents Enclosed".

ANY REQUIRED DOCUMENTATION NOT PRESENTED WILL DELAY YOUR TAX PREPARATION.

INCOME

- ✓ Salary and Wage Income
 - W-2s (bring all copies plus year-end paystub)
 - Tip Income
 - Self-employment (1099-MISC, cash)
- ✓ Interest/Dividends
 - 1099-INT (checking/saving accounts, CDs, brokerage)
 - 1099-DIV (Mutual Funds & Stocks plus year-end statements)
- ✓ Additional Income
 - Disability Income (insurance or worker's compensation) (1099-R, W-2)
 - Unemployment Compensation (1099-G)
 - Refund of state or local income tax (1099-G)
 - Alimony Received or Child Support
 - Rental Income (gain/loss)
 - Short-term Rental (Airbnb or HomeAway)
 - Sharing Economy (Lyft, Uber, TaskRabbit, Poshmark, Kickstarter)
 - Scholarships & Grants (1098-T, W-2)
 - Gambling & Lottery Winnings (W-2G), Fantasy Sports League, Prizes & Awards
 - Cryptocurrency: At any time during 2019, did you receive, sell, exchange or otherwise acquire any financial interest in any virtual currency? Yes No
 - Jury Duty, Election Worker Pay
 - Cancellation of Debt (1099-C, 1099-A)
- ✓ Retirement Income
 - Social Security Income (SSA-1099)
 - IRAs, Pensions and Annuities (1099-R, RRB-1099)
 - Veteran's Pension
- ✓ Investments
 - Stocks, Bonds, Real Estate Sold (gain/loss) 1099-B plus Confirmation Slips (Need date acquired/sold, original cost, sale price)
 - Partnership, Trust, Estate Income: Schedule K-1 (Forms 1065, 1120S, 1041)

EXPENSES

- ✓ Interest Expense
 - Mortgage Interest (1098)
 - Investment Interest Expense
 - Student Loan Interest (1098-E)
- ✓ Taxes Paid
 - Real Estate Taxes
 - State & Local Income Tax
- ✓ Estimated Taxes Paid
 - Due Date, Date Paid, Amount Paid for Federal, State and/or Local plus canceled check
- ✓ 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
- ✓ Child & Other Dependent Care Expenses
 - Name and Address of Care Provider
 - Care Giver Federal ID Number or SSN
 - Amount Paid
- ✓ College or Post-secondary Education Expenses
 - 1098-T
 - Financial Transcript from the Institution – must show amount of tuition and fees paid for calendar year ending 2019. Student must access from their online account.
 - Receipts for Course materials and textbooks
- ✓ Charitable Contributions
 - Record keeping is the taxpayer's responsibility to claim 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 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.

EXPENSES

- ✓ Employment Related Expenses
 - Supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.
 - Unreimbursed Expenses Only (**employee receives no reimbursement for the expenses**) These expense may be eligible for deduction on state and local returns.

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).
- ✓ 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 (ledger statements)
- ✓ Other Deductions and Information

 - Real Estate Sales/Purchase (HUD-1) Settlement Sheet
 - Contributions to a Retirement Account (IRA, 401K, Roth IRA)
 - 529 Plan Contributions for PA State Deduction
 - Health Savings Amount Contribution
 - Alimony Paid (for divorce decrees 2018 or prior)
 - Notices you may have received from the IRS, State or Local tax authorities

EARNED INCOME TAX CREDIT

You may be eligible to claim the Earned Income Tax Credit (EITC) if:

- You have earned income of at least \$1
- You (or your spouse if filing a joint return) are at least age 25, but under age 65 at the end of 2019
- Your filing status is married filing jointly, head of household, qualifying widow(er) or single
- Your adjusted gross income (AGI) is less than:
 - \$15,570 (\$21,370 for married filing jointly) if you do not have a qualifying child
 - \$41,094 (\$46,884 for married filing jointly) if you have one qualifying child
 - \$46,703 (\$52,493 for married filing jointly) if you have two qualifying children
 - \$50,162 (\$55,952 for married filing jointly) if you have more than 2 qualifying children
- Your investment income \$3,600 or less
- You (and your spouse if filing a joint return) cannot be claimed as a dependent on anyone else's return.

To confirm eligibility, you must complete and sign an Earned Income Tax Credit Questionnaire. We will not prepare a claim for the Earned Income Tax Credit without a completed questionnaire. Contact the office for a questionnaire if you have not received it.

PA TAX REBATE/PA RENT REBATE:

The rebate program benefits eligible Pennsylvanians age 65 and older; widows and widowers age 50 and older; and people with disabilities age 18 and older. The income limit is \$35,000 a year for homeowners and \$15,000 annually for renters, and half of Social Security income is excluded. Spouses, personal representatives or estates may also file rebate claims on behalf of claimants who lived at least one day in 2019 and meet all other eligibility criteria.

To prepare the Rebate Claim when we prepare your tax return, we need your Real Estate tax bills School District and County & Township /Borough stamped **PAID** by the tax collector, including date paid. For first year claimants, we will need a copy of your Medicare card or driver's license to prove age eligibility.