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Here is a list of the documents we'll need to complete your tax return. If you are a new client please complete a tax organizer located in the Forms tab of our website.

ALL TAXPAYERS

Please note, not all taxpayers will have all of the documents listed below. This is not an exhaustive list. There may be other documents we'll need as well. Please bring 100% of those items that you do have and cross out those items that do not relate to your current year tax situation.

- New Clients - Please bring a copy of your last year's tax return (previous two years if available)

- Full name, correct Social Security number and date of birth
- Current Address
- Picture ID
- Marital status as of tax year end (and, is this the same as previous year end?)
- All forms W-2 from your employers
- K-1's from your flow through businesses (S-Corp, Partnership, Multi-member LLC)
- Interest income from banks (Form 1099-INT)
- Dividend income from investments (Form 1099-DIV)
- Capital gains / losses (Form 1099-B and realized gains/losses statements, including basis)
- Sale of real estate (Form 1099-S, final settlement statement, cost basis, purchase documents)
- Real estate transactions – all closing / settlement / Final HUD statements
- Prior year state refund / unemployment (Form 1099–G)
- IRA and pension income (also withdrawals from 401(k) etc.) (Form 1099-R)
- Social Security benefit income (Form SSA-1099)
- Alimony received or paid along with a copy of the divorce decree
- Long-term care (Form 1099–LTC)
- Gambling income (Form 1099–Misc or W–2G, also, provide information on gambling expense)
- IRA contributions (Form 5498)
- Tuition expenses actually paid out of pocket or with loan proceeds (Form 1098–T).
- Tuition plan contributions/withdrawals (Form 1099–Q)
- Student loan interest (Form 1098–E)
- Amounts and dates of all estimated ("quarterly") tax payments

MARRIED / DIVORCED / SEPARATED DURING THE YEAR

- Married – Prior year's returns for both spouses
- Divorced – finalized date, copy of divorce decree
- Separated – date of separation, copy of separate maintenance agreement

TAXPAYERS WITH CHILDREN / DEPENDENTS

- Dependents: Full name(s) and correct Social Security number(s)
- Date of birth of each dependent
- Months spent living in your home
- Statement from your child care provider showing provider name, address, Tax ID # (FEIN / SSN), and amount paid per child
- Proof of residency (school, daycare, medical documents, etc)
- Birth or adoption during the year – date of birth, social security cards, and adoption papers

TAXPAYERS WHO ITEMIZE DEDUCTIONS

- Medical expenses if they are significant. To figure this out, add up your basic income items, W–2, 1099's, and then multiply that number by 10% - if your medical expenses are greater than that number, you may be in a position to itemize them:
    - Insurance premiums
    - Doctors and dentists
    - Prescription Medications
    - Hospitalizations
    - Prescribed holistic treatments such as chiropractic, acupuncture
    - Eyeglasses or contact expenses
    - Medical Equipment
    - Number of miles driven for medical purposes

- Property (real estate) taxes (not for rental property)
- Sales Tax paid on car, truck, SUV, motorcycle, motor home, aircraft, boat, home
- Home mortgage interest and points reported on Form 1098 (and bring the form too)
- Other home mortgage interest and points (bring ID info of person who receives 1098)
- Mortgage insurance premiums
- Gifts of money to charity (cash, check, charge) that you can substantiate. The charitable organization should provide you with a giving statement. It should say no goods or services were received in exchange for the donation.
- Gifts of good to charity (in good condition, and if more than $500 in value that you can substantiate your basis)
- Information on casualty or theft losses (including Ponzi scheme losses)

TAXPAYERS WITH RENTAL PROPERTIES

- Address of rental property and property type
- Number of days used as a rental
- Number of days used personally
- Accounting of your rental activity (profit and loss statement, balance sheet, etc.). See some examples below.
    - Rental Income received
    - Advertising
    - Auto/travel
    - Cleaning and maintenance
    - Commissions paid
    - Insurance
    - Legal/professional fees
    - Management fees
    - Mortgage interest
    - Repairs
    - Supplies
    - Property and rental unit taxes
    - Utilities you pay
    - Improvements
    - For depreciation – basis information (purchase price, improvements, etc)

TAXPAYERS WITH SELF EMPLOYMENT INCOME

- Description of the work you do
- Financial statements for your business activity (profit and loss statement, balance sheet, etc.). See some examples below of what may be on these statements. This list is not exhaustive.
    - Gross Receipts
    - Returns/refunds
    - Cost of goods sold
    - Advertising
    - Auto Expenses
    - Commissions and fees
    - Contract labor
    - Depreciation schedule
    - Employee benefit programs
    - Insurance by type
    - Interest expenses by type
    - Legal and professional services by type
    - Office expenses
    - Payroll expenses
    - Pension and profit sharing plans
    - Rent or lease of office
    - Rent of lease of vehicles, machinery, equipment
    - Repairs and maintenance
    - Supplies
    - Taxes and licenses
    - Travel (transportation, accommodation)
    - Travel meals and entertainment
    - Utilities on business property
    - Wages
    - Telephone expense (business portion, never a first line into your home)
    - Dues and memberships/subscriptions

TAXPAYERS WITH SELF EMPLOYMENT + HOME OFFICE

- Total square footage of living space
- Square footage of space used “regularly and exclusively” for your business
- Personal cost to pay rent, mortgage interest, property tax, insurance, utilities, repairs/maintenance, cleaning, and other indirect expenses

TAXPAYERS WHO CLAIM AUTOMOBILE EXPENSES

- Date your vehicle was placed in service
- Type of vehicle
- Total miles driven for entire year for all purposes
- Business miles
- Commuting miles
- Parking expenses
- If not using mileage rate, ALL expenses of owning car for year

TAXPAYERS WHO HAVE ITEMS TO DEPRECIATE

- Date of acquisition of item
- Purpose of item
- Description of item
- Cost of item

TAXPAYERS WHO HAVE LLC / PARTNERSHIP / CORPORATION / OTHER

- Organization paperwork
- List of all members with names / addresses / SSN / percent of business ownership
- Current year financial statements
- Prior year’s tax return (previous two years if available)
- Other relevant information pertaining to the business

OTHER GENERAL NOTES

This list is not all inclusive. There may be other documents that are necessary to complete your tax return. Not all taxpayers will have all of these items or circumstances on their tax return. If it doesn’t apply to you, please disregard.