

Information Needed for Your Tax Appointment

General Information		Information
Social Security Numbers for You, Spouse & Dependents		
Form of ID; Drivers License or Birth Certificate or some form of State Issued ID		
Date of Birth for You, Spouse & Dependents		
Last Year's Federal & State Tax Returns		
Income		Totals
Wage Statements	Form W-2	
Pension & Retirement Income (Includes IRAs)	Form 1099-R	
Interest Income	Form 1099-INT	
Dividend Income	Form 1099-DIV	
State Income Tax Refund Post Card	Form 1099-G	
Sale of Stocks or Bonds & Basis (original cost) of Stocks & Bonds Sold	Form 1099-B	
Social Security Income	Form SSA-1099	
Unemployment Income	Form 1099-G	
Miscellaneous Income Including Commissions, Awards, Bonuses Sold	Form 1099-MISC	
Lottery or Gambling Winnings & Losses	Form W-2 G	
Gain/Loss on Investments	Form K-1	
Expenses		Totals
Health & Long Term Care Insurance		
Medical, Vision, Dental Expenses		
Sales Tax on any Major Purchases (Car, Boat, RX, etc.)		
Cash & Non-Cash Charitable Donations		
Police report or documentation on fire, theft, other loss of property		
Mortgage & Home Equity Loan Interest Paid & Loan Balances	Form 1098	
Child Care Expenses and Provider Information		
Property Taxes Paid on home, land, vehicles, etc.		
Mileage Logs for Doctor Visits and for Charity		
Miscellaneous		Totals
Record of Purchase/Sale of Residence or any other real estate		
Alimony Paid or Received		
IRA Contribution type and amount		
Self-Employment Income & Expenses and Mileage Log		
Farm Income and Expenses		
Rental Property Income and Expense		
Home Office Used in Business		Totals/Information
Total Square Footage of Home and Square Footage used for Business		
Items Purchased Exclusively for Home Office (desk, computer, etc.)		
Maintenance of Home Office		
Expenses including insurance, heat/cool, utilities, etc.		

Tax Checklist for Small Businesses

General Information	Forms	Information
Federal ID Number for your Business		
Letter from IRS Stating what type of tax return to file (NEW Businesses)		
Last Year's Federal and State Tax Returns (Existing Businesses)		
Income		Totals
All Money received as a result of you doing business (bank statements, etc.)		
Income reported Miscellaneous Income from your customers	Form 1099-MISC	
Sale or Disposal of any Business Assetsl - Date & Amounts, Closing Documents, etc.		
Interest Income if in the business name	Form 1099-INT	
Dividend Income if in the business name	Form 1099-DIV	
Expenses		Totals
Employee Payroll, Commissions & Fees Paid (Contractors, etc.)		
Advertising Costs		
Vehicle Mileage-Written Record Required (date, begin/end mileage, destination, purpose)		
Rent Paid for Business Office		
Leased Equipment's (receipts, etc.)		
Continuing Education		
Reimbursed Employee Expenses (continuing education, business related only, etc.)		
Dues for trade associations and other business organizations		
Entertainment (must be business related)		
Insurance List by Type (auto, casualty, liability, health, disability, etc.)		
Legal & Professional Service Costs		
Licenses & Permits		
Meals (write on back names present and topic of business discussion, etc.)		
Office Expense & Office Supplies (All receipts)		
Purchase of Equipment, Tools, etc. including all receipts		
Supplies & Materials for use of Performing the Job (COG all receipts)		
Travel (lodging receipts required) Airfare, Taxi, other Transportation, etc.		
Telephone/Cell phone work related ONLY		
Uniforms (can only be worn while at work and have an emblem, etc.)		
Police Report or Documentation on fire, theft, other loss of property		
Home Office Used in Business		Totals/Information
Total Square Footage of Home & Square Footage USED for Business		
Items Purchased Exclusively for Home Office (desk, computer/laptop, etc.)		
Maintenance of Home Office		
Expenses Including Home Owners Insurance, heat/cool, Utilities, etc.		
If you are renting (rent amounts per month, etc.)		