

Tax Time LLC

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Tax Checklist

Income Sources

- W2's / 1099-INT / 1099-DIV/1099-B/1099-R
- State Tax Refund received for last year
- Social Security and/or Trust Income
- Gambling / Lottery Winnings
- Alimony Received
- Sale of Personal and/or Other Properties
- Unemployment Compensation / Other Compensation

Investments

- Sales of Stocks / Bonds
- Rents and Royalties
- Foreign Currency
- Other- _____

Adjustments to Income

- Self-Employed Pension Plans / Health Insurance Premiums
- IRA Contributions
- Student Loan Interest
- Moving Expenses
- Alimony-recipient's Full Name & Social Security Number

Medical

- Transportation Miles and/or Lodging Expenses
- Prescriptions out-of-pocket
- Weight Loss & stop Smoking Programs
- Home improvements for medical reasons
- Mental Health
- Health / Long Term Care Insurance Premium
- Doctor, Dental, Optical, Chiropractors Office Fees
- Hearing aids, Batteries, Eyeglasses
- Co-Pays for Insurance

Taxes

- State & Local Income Tax Payments
- Last Year's state return and/or extension payment amounts
- Estimated Taxes paid to Federal & State (Dates & Amounts)
- Real Estate and Personal Property Taxes Paid

Interest You Paid

- Settlement and/or Closing Statements on homes purchased or sold
- Mortgage Interest (Purchases and /or Equity Loan Interest)
- Points Form 1098 and unreported interest paid
- Investment Interest
- 2nd Home and/or Equity Interest

Healthcare - Do You have Healthcare? Yes ___ No ___

- HSA (Health Savings Account)
- FSA (Flexible Spending Account)
- Health Insurance

Identification

- Drivers License
- Social Security Card

Charitable Contributions

(Made to Qualified Non-Profit Organizations)

- Cash and/or Check Contributions
- Volunteer Uniform Expenses
- Volunteer Mileage
- Non-Cash Donations

Job Expenses and Miscellaneous Deductions

- Un-reimbursed Employee Job Related Expenses
- Uniforms / Job travels / Union Dues / Job Education
- Safety Deposit Box
- Gambling Losses
- Professional Journals / Licenses
- Tax Return Preparation Fees
- Energy Credit (Insulation, Windows, Doors, Siding, Furnace/AC)
- Job-Seeking Expenses
- Casualty and Theft Losses and / any Reimbursements

Child Care Expenses

- Child & Dependent Care Expenses
- Include: Full Name, Address, SSN, and/or ID
- Number (EIN) of Provider(s)
- Do you have household employee(s)?
- Amount Paid for Each Dependent (under 13 or Disabled)

Qualified Education Expenses

- Tuition and Fees
- Books / Room & Board if using Education IRA Monies
- Amount of Education IRA Monies used
- Scholarships Received
- 1098-T from Educational Institution
- Contribution to Missouri MOST Program (or other 529 plan)

Self-Employed Information

- Gross Receipts & Sales
- Returns & Allowances
- Costs of Goods Sold
- Direct Expenses: (EX: Advertising, Insurance, Repairs, Supplies, Utilities, Wages)
- Itemized and listed by category
- Business & farm Expenses: Listed by category
- Any Household Employee Information (if paid over \$1400)
- Business In Home Expenses
- Mileage or Actual Expenses for Vehicles
- Depreciation Items / Assets

NOTE: This Checklist is provided as a Guide and may not be complete for every taxpayer additional questions may be asked during appointment or in Tax Organizer

New Clients Please Provide Prior Year Tax Return