

Tax Appointment Checklist

The following Tax Appointment Checklist is a tool to help you gather the needed information for preparing your 2016 tax returns.

Event	Documents or Information Needed	Event	Documents or Information Needed
1 IRS or state communications	<ul style="list-style-type: none"> Letters, additional taxes paid, changes in prior-year returns, installment agreements or offers in compromise 	11 Estimated Tax	<ul style="list-style-type: none"> Dates and amounts paid to IRS and state
2 Married, Divorced or Separated during the year	<ul style="list-style-type: none"> Married - prior year return of both spouses Divorced - finalized date, copy of divorce decree Separated - copy of the separate maintenance agreement Community property income allocation 	12 Inheritance	<ul style="list-style-type: none"> K-1 from the estate Basis information
3 Birth or adoption of a child	<ul style="list-style-type: none"> Social Security card Date of Birth 	13 Started or terminated a small business	<ul style="list-style-type: none"> Formation or termination dates Property contributions or distributions K-1s if applicable
4 Death of spouse or child	<ul style="list-style-type: none"> Date of Death 	Business income/expenses	<ul style="list-style-type: none"> 1099 Miscellaneous 1099-Ks received for use of credit cards Beginning & ending inventory numbers, if applicable Mileage information
5 Additional members of household	<ul style="list-style-type: none"> Date of occupancy and relationship 	14 Lawsuit settlements	<ul style="list-style-type: none"> Date Received Reason for the settlement 1099-MISC
6 Unemployment	<ul style="list-style-type: none"> Unemployment form 	15 Rental Property	<ul style="list-style-type: none"> Income Expenses If new property purchased, closing documents
7 IRA contribution	<ul style="list-style-type: none"> Type of plan-SEP or IRA Amount of contribution & dates 	16 Prizes	<ul style="list-style-type: none"> Form 1099-MISC Value of prizes not included on Form 1099-MISC
8 Retirement distributions	<ul style="list-style-type: none"> Form 1099-R Rollovers RMD information if 70 1/2 or older Dates of distribution if reached 59 1/2 during tax year 	17 Lottery or gambling winnings	<ul style="list-style-type: none"> Total amount won whether on W-2G or not Total amount of losses
9 Social Security benefits	<ul style="list-style-type: none"> Form 1099-SSA 		
10 Sale of stocks, bonds, etc. (including mergers)	<ul style="list-style-type: none"> Form 1099-B or other sale documents Basis or original cost 		

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18 Health insurance, medical, dental or drug expenses	<ul style="list-style-type: none"> • Health insurance premiums paid personally • Health savings account (HSA) info-1099 SA • Total of other medical, dental, and drug out-of-pocket expenses • Long-term care premiums paid 	21 Job-related expenses Business miles (54 cents per mile)	<ul style="list-style-type: none"> • Meals, lodging and misc. expense amounts for items related to employment • Total miles driven AND Business miles driven per vehicle: January - December
Medical Miles (19 cents per mile)	<ul style="list-style-type: none"> • Total medical miles driven January - December 	22 Education expenses	<ul style="list-style-type: none"> • Form 1098-T for parents or children; if the child is a student, the form will come to the child. • Actual expense record to verify expenses for credit/deduction purposes • Financial transcript from school needed to show when actual expenses were paid
Health insurance verification	<ul style="list-style-type: none"> • If health insurance is purchased in the marketplace, we will need Form 1095-A. Otherwise, furnish 1095 B & C when available 	Student loan interest	<ul style="list-style-type: none"> • Interest record for student loans • Form 1098-E
19 Purchase or sale of personal residence or other real estate	<ul style="list-style-type: none"> • Purchase documents, closing papers 	23 Child or disabled spouse care	<ul style="list-style-type: none"> • Name, address and ID number of the day-care provider • Amount paid to the provider (if the provider comes into your home, a W-2 may be required)
State taxes income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes	<ul style="list-style-type: none"> • Prior year's tax return (if not prepared by us) • Property tax bills • Closing papers from the purchase or sale of property 	24 Energy credit	<ul style="list-style-type: none"> • Information regarding the purchase of solar, geothermal, fuel cell or small wind energy property business or residence • Windows, insulation and other personal energy upgrades (as well as information regarding the previous use of the credit) if they meet 6.0 Energy Star requirement
Refinance a home	<ul style="list-style-type: none"> • Closing papers with amount borrowed • Form 1098 • Description of how proceeds were used 	25 Bankruptcy filing	<ul style="list-style-type: none"> • Date filed • Bankruptcy papers to show property rejected / returned by court
First-time home buyer credit	<ul style="list-style-type: none"> • This is no longer available 	26 Debt forgiveness or abandonment of property	<ul style="list-style-type: none"> • Form 1099-A for abandonment • Date property was taken by the bank or sold in foreclosure • Form 1099-C for cancellation
Recapture/ repayment of 2008 credit	<ul style="list-style-type: none"> • Sale or change in use • Record of amount repaid (This is year 7 of 15) 	27 Foreign investments or holdings	<ul style="list-style-type: none"> • Any foreign accounts? • Any greater than \$10,000? • Foreign business interest or stock of \$50,000 or more? • Signature authority over foreign accounts?
20 Charitable contributions	<ul style="list-style-type: none"> • Date, amount and name of organization • Receipts for donations greater than \$250 • Form 1098-C for vehicle or boat donations 		
Non-Cash Contributions	<ul style="list-style-type: none"> • List of items donated, fair market value and condition of goods. Salvation Army guide available from our office. 		
Charitable miles (14 cents per mile)	<ul style="list-style-type: none"> • Mileage log for total charitable miles driven 		