



## MAIN STREET TAX ADVISORY

Advice + Service = Success

### Personal Information

- Your social security number
- Your spouse's full name and social security number
- Two forms of Identification; one picture ID and one other ID
- Amount of any alimony paid and ex-spouse's social security number
- A voided check, if you wish to expedite your refund by Direct Deposit
- Add your 2015, 2014, and/or 2013 tax return(s). **New Clients Only**

### Other people who may belong on your return

- Dates of birth and social security numbers
- Childcare records (including the provider's ID number) if applicable
- Approximate income of other adults in your home (not spouse, if you're filing jointly)
- Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you

### Education Payments

- Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid
- Forms 1098-T and 1098-E, if you received them
- Scholarships and fellowships

### Employee Information

- Forms W-2

### Self-Employment Information

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s.
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable

### Vehicle Information

- Total miles driven for the year (or beginning/ending odometer readings)
- Total business miles driven for the year (other than commuting)
- Amount of parking and tolls paid
- If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

### Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation

### Retirement Income

- Pension/IRA/annuity income (1099-R)
- Social security/RRB income (1099-SSA, RRB-1099)

Checklist continues on reverse ⇨

## **Savings and Investments**

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or Real Estate (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold

## **Other Income**

- Unemployment compensation, state tax refund (1099-G)
- Gambling income (W-2G or records showing income, as well as expense records)
- Amount of any alimony received and ex-spouse's name and SSN
- Health Savings Account (HSA) 1099-SA, with year end values and amount contributed for 2015
- Long Term Care reimbursements, 1099-LTC
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Other 1099

## **Affordable Care Act Information**

- Form 1095-A, if you enrolled in an insured plan through the marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e . an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

## **Itemizing Deductions**

- Receipts for classroom expenses
- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than withholdings), or amount of state and local sales tax paid
- Real estate and personal property tax records
- Invoice showing amount of vehicle sales tax paid
- HUD statement showing closing date of home purchase, OR REFI
- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- Amounts of miles driven for charitable or medical purposes
- Expenses related to your investments
- Amount paid for preparation of your last year's tax return
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses
- Receipts for energy saving home improvements
- Record of estimated tax payments

## **IRA Information**

- Form 5498, showing amount contributed for 2016, and confirmation of amount contributed in 2017, if applicable)
- Traditional IRA basis
- Statement showing value of IRAs on Dec. 31, 2016