

2013 Tax Preparation Check List

Personal and Family Information

Address, have you moved recently? Please be sure to tell me if you have.

Social Security numbers, Birthdays, and full names of family members as they appear on social security cards.

Marital status – Has anything changed? If so, please be sure to tell me.

Compensation and Deductions

W-2's – Employee pay

1099's – Contract work pay, and Social Security

1098's – Deductible interest paid; Home mortgage interest, and student loan interest.

Giving and Other Deductions

Statements of giving from charitable organizations (Cash)

Donations to Good will, Salvation Army and others (Non-cash)

Major purchases that you were required to pay sales tax on (vehicles)

Unreimbursed work expenses

Escrow Papers, on the purchase or sale of personal home (specifically, Settlement Statement)

Investments

IRA Contributions & year end statement

Other retirement accounts year end statements

Interest and dividends (usually reported on 1099)

Business and Rental

Compile total income and expenses for businesses (I can help with this)

Rental income and expenses

Estimated payments made to the IRS

Have you sold anything big (equipment, or property)

Mileage if you used your own car for business use, how many total miles did you drive for the year, and how many of those miles were for business.

Receipts and Substantiation

Actual receipts and invoices are not needed to prepare your return. They are only necessary if you are audited by the IRS. Please keep all of this substantiation for your records and only give me a list of totals.

Note:

I will do my best in the interview process, and in the review of last years return to ask you about things that I noticed have changed. However, filing amendments are costly, thus it is crucial that we compile all of the pertinent information properly when preparing the return the first time.