Checklist for Your Tax Appointment

Bill's Tax Service, Norco

It's never too early to begin gathering, sorting, and organizing your paperwork in anticipation of filing your income tax returns. Provided is a checklist to help you collect the information necessary to prepare your income tax returns.

☐	W-2 forms from each employer.
☐	Interest and dividend income 1099 Forms (1099-INT and 1099-DIV).
☐	1099-R forms for pension and retirement income.
☐	Most recent statement of your life insurance and long term care policies.
☐	1099 from Social Security (if you are receiving benefits).
☐	1099 from state unemployment fund (for benefits paid to you).
☐	1099-MISC for compensation paid as an independent contractor, executor, trustee, for commissions, or jury duty.
☐	1099-B for the sale of securities.
☐	1099-S for the sale of real estate.
☐	1099 for state tax refunds, gambling winnings, or lottery proceeds.
☐	Your personal records regarding rental income and expenses.
☐	Last year's tax returns (if you are a new client).
☐	Alimony paid or received, including social security number of recipient.
☐	Records of the purchase and sale of a personal residence, including the forms given at the time of closing.
☐	Summary of medical and dental expenses paid. The amount of reimbursements from insurance is also needed.
☐	Real estate taxes paid.
☐	Form 1098 for mortgage and home equity loan interest.
☐	Schedule of estimated taxes paid for federal and state.

☐	Summary of charitable donations, including cash, checks, and items given in kind. When property donated exceeds $500, an itemized list is necessary.
☐	Job-related expenses for educational purposes, job hunting and out-of-pocket expenses related to your employment (union dues, special work clothing, tools, supplies).
☐	Log book for business use of automobile.
☐	Receipts for travel, lodging, and meals while on business.
☐	Child-care expenses and provider information. The tax identification number for the provider is required as well as their phone number.
☐	Information on IRA contributions made or to be made.
☐	Information on educational expenses for tax credits.
☐	New dependents will need a social security number. Be sure you have applied for the number.
☐	Schedules K-1 from partnerships, S corporations, trusts, and estates for which you received a distribution.
☐	Summary of moving expenses (if eligible---call the office for more information).
☐	Records regarding vehicles purchased or leased during the year for which you are claiming business expenses.
☐	Summary of casualty loss (fire, theft, natural disaster).

If you can answer yes to the following questions, you should bring the appropriate information with you:

- Did you pay interest on higher education loans?
- Were there any births, adoptions, divorces, marriages, or deaths in your household?
- Did you convert a traditional IRA to a Roth IRA?
- Did you receive tips?
- Did you receive a notice from the IRS (or state or local tax agency where applicable)?
- Did you receive any bartering income?
- Did you receive installment payments on property sales?
- Did your children (those under 14 years of age) receive interest and dividend income?
- Did you support any one other than your own children?
- Did you make gifts to any one individual (other than your spouse) that exceeded $11,000?
- Do you have a foreign bank account?
- Did you refinance your mortgage?
- Did you pay points to purchase a home or refinance your mortgage?
- Did you receive non-taxable sick pay?
- Did you have household employees?
- If you didn't receive a W-2 form from a previous employer, do you have the final pay stub from that employer?
- Did you receive proceeds from a lawsuit or class action?