Susko Wealth Management, LLC

2018 INFORMATION CHECKLIST

This is a list of the most common items we'll need to prepare your returns. We'll call you if we need anything else. (You don't need to return this to us; unless you make notes we should be aware of.)

- ☐ Completed Taxpayer Questionnaire (Mandatory)
- ☐ All return packets or mailing labels sent to you by the various taxing agencies
- ☐ All W-2's and a year-end check stub for each W-2
- ☐ All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, cancellation of debt, credit and debit card transactions, etc.
- ☐ All 1094 and 1095 forms related to health care transactions
- ☐ All income tax information for children if you want us to prepare any required returns.
- ☐ Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid
- ☐ Total amount of charitable contributions, and details for any non-cash contributions over $500. **All contributions must have receipts.**
- ☐ Copies of all LLC, Partnership or S-Corporation K-1's (Send separately later if everything else is ready and let us know it's coming.)
- ☐ If you bought, sold, or refinanced real estate, then we will need the 2-page HUD closing statement for each transaction
- ☐ If you sold any shares of stocks or mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale date (year-end summary statements are ideal)
- ☐ If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, we need to know: total miles, commuting miles, and business miles driven for the year. Additionally, you will need to keep a log as per the taxing agencies.
- ☐ If you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.
- ☐ Copies of any federal, state or local tax correspondence during the year, including all payments made or refunds and rebates received
- ☐ The **dates** and **amounts paid** for ALL estimated tax payments (federal, state, & local)
- ☐ All legal documents for formation, sale or purchase of a business during the year
- ☐ All legal documents for divorce decrees
- ☐ Voided check (not deposit ticket) for account where refunds should be direct deposited (*optional*)
- ☐ All gambling income and loss records.
- ☐ **New clients**: copies of prior year federal, state and local returns and depreciation schedules

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