

2018 CHECKLIST FOR ACCURATAX LLC

Please check the items you provide to Accuratax!

Address _____ City _____ Zip _____

Phone No. _____ Cell No. _____ Email _____

Names & dates of birth of all household members:

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

NEW CLIENTS - NEED COPY OF 2017 TAX RETURN

Income and deductions

- W2 Forms (Wages)
- 1099_MISC (Contract Work)
- 1099-INT or December Bank Statement (Banking Interest)
- Last year's State Refund Card
- Unemployment (Form 1099-G)
- Retirement Benefits (1099-R)
- Social Security Benefits
- Alimony received
- Daycare expenses
- College Education loan interest
- College Education Expenses for dependents (1098T and books/materials)
- Educators Credit (Limit of \$250 school supplies)

IF YOU OWN A HOME AND/OR ITEMIZE

- 1098 (House Interest)
- Property taxes (2015 taxes paid in 2016)
- New Vehicle Purchase in 2016 (Please supply sale receipt)
- Cash contributions paid to Non-Profits
- Gift contributions given to Non-Profits
- Medical Expenses - (ONLY Out of Pocket) NOTE: CANNOT BE FUNDS PAID BY HSA.
- Long Term Care Payments
- Work expenses you expect to deduct (Need to be over 2% of AGI)

STOCK, MUTUAL FUNDS, or IRA's

- 1099-B if you sold mutual funds or stock (Need Sell & Buy amounts)
- 1099-DIV if you receive dividends from Mutual Funds or Stock
- IRA Contributions for 2018 (Don't need Roth Information)
- HSA Contributions and Distubutions for 2018 (Individual or Family)

HEALTH INSURANCE INFORMATION (OBAMA CARE)

- Were you covered by a health insurance policy all year. Yes ___ No ___
(If yes, you can skip to next page of additional questions, if No proceed.
___ If you were covered some months you will need provide number of months
each dependent was insured.

If you used a Marketplace you need Form 1095-A must be provided to
complete your return.

___ Other - Explain:

NOTE: 2018 is last yeare you will be penalized for not having insurance.

ADDITIONAL QUESTIONS

	Yes	No
Did you receive any correspondence from the IRS? If yes please supply a copy of the letter.	___	___
Did you sell or buy a home during 2016?	___	___
Do you have a new address?	___	___
If yes: Address _____ City _____ State _____ Zip _____		

Do you have any new dependents in 2016?
If Yes: Name _____ Soc Security _____ DOB Birth _____

Additional information that I may need to know to complete your taxes?

Notes from client below:

Rental Property

- Rent received
- Rental Mortgage Interest
- Rental Property Taxes
- Rental Property Insurance
- Depreciation - (need Closing statement if purchase in 2016)
- Mileage to rental (Must have log of miles)
- Utilities (Heat, electric, trash)
- Supplies
- Repairs
- Capital Improvements

Business Questions

Name of Business _____
EIN or Social Security Number _____
Describe Business _____

- Date started business
- Income for the year
- Advertising
- Contract Labor
- Payroll & Payroll Taxes
- Office expenses
- Rent or Leases paid
- Taxes & Licenses
- Travel expenses
- Meals & Entertainment WITH CLIENTS
(You get 50% of these expensed - as a rule)
- Meal & Entertainment WITH EMPLOYEES (100%)
- Gifts to Clients (Limit is \$25 per client)
- Interest or Penalties on any loans or credit cards for business.
- Legal & Professional expenses
- Cell phone or Business phone expenses (reasonable % for Business)
- Internet (reasonable % used for Business)
- Repairs and Maintenance
- Tools and/or Material expenses
- Insurance expense (Business Insurance Only) (Medical Premiums seperately)
- Other

VEHICLE EXPENSES - Any vehicle expenses need miles log.

- Vehicle Year and Model
- Purchase Price
- Date vehicle put in business
- Odometer reading beginning of year and end of year
- (Miles Method) Business miles driven / Personal miles driven
- (Actual Expenses Method)-(Gas, Oil, Insurance, License, Maintenance)
- NOTE: Need miles driven for the business with both methods.

HOME OFFICE EXPENSE

- Full House square footage
- Home Office square footage
- House Market Value at time business started
- Land value at time business started
- Cost of any major improvements to property this year
- Utilities (Gas, Electric, Trash)
- House Insurance
- Rent paid

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