



Checklist of Items to Bring for Tax Preparation

Basic Identity & Income Items:

- Social Security numbers, including any dependents. *(for new clients)*
- Driver's License or alternate ID *(for new clients)*
- W2's
- 1099s *(contractor payments, interest, dividends, unemployment, Social Security, State tax refunds received, investment gains/losses, cancelled debts, pension distributions, etc.)*
- Record of any alimony received/paid
- 1095-C Form, if you get health insurance through Obamacare
- Copy of last year's Federal & State tax return *(for new clients)*

Deduction Items:

- Unreimbursed medical expenses *(including mileage to doctor's/hospitals)*
- Real Estate taxes paid
- Personal Property taxes paid *(ex. Motor vehicle tax)*
- 1098s *(mortgage interest & points paid)*
- Charitable contributions *(record of payment, or fair value receipt if non-cash donation)*
- Unreimbursed employee expenses *(special uniforms, mileage, dues, tools, home office use, etc.)*
- Tax preparation fees for last year

Other Deductions/Credits:

- Student loan interest paid
- Student tuition paid *(1098-T form from school)*
- Dependent care expenses *(Day Care)*
- Documents from sale of a home or other property
- Child adoption costs
- Moving expenses *(if you relocated)*
- IRA contributions *(outside of what is on your W2)*
- Unreimbursed casualty or theft losses
- Estimated taxes paid during the year *(outside of W2 withholding)*

If you are running a business or have rental property, see next page.....

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Additional Checklist for Business or Rental Property Owners

Business Owners:

- Books/Accounting records for your business (*Quickbooks or other. Profit & Loss, Balance Sheet, including sales receipts, cost of sales, and all expenses*)
- Payroll records (*for any employees paid*)
- Vehicle business mileage log
- Invoices for major purchases of machinery, equipment, furniture or vehicles
- Ending inventory value (*if you have product inventory at year end*)
- Depreciation schedule from previous year (*if you are depreciating assets*)
- Health insurance premiums paid (*outside of W2 employment*)
- Contributions to SEP retirement plan

Home Office Use for Business:

- Calculation (usually sq. footage) to determine percentage of home used for business.
- Rent paid – if home is rented
- Mortgage interest, real estate taxes, insurance & utilities paid on home
- Repairs made to your home

Rental Property Owners:

- Books/Accounting records for your rental property (*Quickbooks or other. Profit & Loss, Balance Sheet, including rental receipts, repairs, and all other expenses*)
- Mortgage interest, real estate taxes, insurance & utilities paid on rental property
- Invoices for major improvements to property
- Depreciation schedule from previous year (*new clients*)
- If new property or conversion to rental property, copies of property purchase documents and copy of tax bill to determine value of the property for depreciation purposes