



## INFORMATION CHECKLIST

Following is a list of the most common items we'll need to complete your returns. We will 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.)*

- All W-2's
- All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, etc.
- All income 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.
- Total of charitable contributions and details for any non-cash contributions over \$500.
- Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready and let us know they are coming).
- If you purchased, sold or refinanced real estate you need a closing statement for each transaction.
- If you sold any shares of mutual funds or stocks 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: Auto make/model/year, total miles, commuting miles, and business miles driven for the year.
- If you lease your car or are not taking the auto mileage above, 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 received.
- All legal documents for formation, sale or purchase of a business during the year.
- All legal documents for divorce decrees.
- Voided check for account where refunds should be direct deposited (optional).
- New clients: Copies of prior federal, state, and local returns and depreciation schedules if applicable (at least one year).