

# **CLIENT CHECKLIST**

- 1) **For new clients:** Provide a copy of last year's tax return, both federal and state.
- 2) Verify your name, address and phone #'s. (Home, Work, & Cell) and job descriptions.
- 3) List the social security numbers & dates of birth for each member of your family. (Be sure to include children born in 2018.)
- 4) Include original copies of all W-2's.
- 5) Include all 1099-INT & 1099-DIV. (Bank interest & dividends) 1099-R (Retirement, Pensions, IRA, etc.
- 6) 1099-MISC. These would be for work done as an independent contractor.
  - A). Tell what kind of work was done to earn this money.
  - B). List all work related expenses.
- 7) Sale or purchase of home in 2018, include closing documents (settlement statement).
- 8) 1098 – MORTGAGE INTEREST.
  - A). This should be on your primary residence.
  - B). Also include mortgage interest on a second home or home equity loans. (Motor home, trailer, or boat may qualify).
  - C). List all points paid for the purchased of your home. (Refinance points are also deductible).
- 9) Property taxes if you own your own home.
  - A). Property taxes on a second home if applicable.
  - B). Rent if it applies include landlord name and address.
  - C). Automobile License and Trailer tabs.
- 10) Total sales tax may be used in place of State and Local Income Taxes on itemized deductions. (List any big ticket purchased during 2018-CAR, BOAT, ETC.)
- 11) Charitable contributions. List cash & donated items separately. (Original cost of items donated if possible)(Information on donated cars).
- 12) Unemployment compensation.
- 13) Contributions made to your Traditional IRA, SEP, or ROTH IRA.
- 14) Stock sales.
  - A). Include purchase price & date.
  - B). Include sale price & sale date.
- 15) Schedule K-1 showing income or loss from partnerships, S-CORP, Estates, or Trusts (If applicable).
- 16) Medical Expenses: Itemize the total for each category
  - A). Long term health care premium
  - B). Medical mileage
  - C). Optical/Prescription expenses
  - D). Medical expenses
  - E). Dental expenses
  - F). Premiums for health insurance
  - G). Any other out of pocket medical expenses
- 17) If you started a business during the year?
  - A). What type of business?
  - B). List all income & expenses.
  - C). Did you incorporate or form a partnership? (Include EIN if applicable).
- 18) Rental property.
  - A). Purchase price of property. (List value of land separately).
  - B). Date placed in service.
  - C). Income.
  - D). List all expenses.
  - E). Purchase or sale in current year includes closing document (settlement statement).
- 19) College tuition payments. You, your spouse, or your dependent.
  - A). For each person attending college, indicated what year they are working on (fresh, soph, jr, sr, grad).
  - B). Separate tuition, books, fees.
- 20) W-2G's. Gambling or lottery winnings.
  - A). Total of verifiable losses that can offset the winnings.
- 21) State & local tax refunds from the previous year. (1099G)
- 22) Alimony paid or received. (Child support is not deductible). Spouses Social Security Number is required.

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- 23) Jury duty pay.
- 24) Any social security benefits received including dependants. (SSA-1099).
- 25) Was there any childcare paid during the year.
  - A). List the name, address, social security number or federal tax ID number, and amount paid to provider.
- 26) **VERY IMPORTANT.** - Were there any estimated tax payments made?
  - A). Federal – State – Local.
  - B). List date & amount of each payment.
- 27) Moving expenses for a job change. (Only applicable for Military Personnel)
  - A). Must to be over 50 miles
  - B). Non-reimbursed expenses
- 28) Student loan interest
- 29) Teacher/Educator expense: Any out of pocket expenses paid by an educator in the performance of their duties.
- 30) **For DIRECT DEPOSIT**-We will need your bank's name, routing number and account number. You may include a voided check for this purpose. Direct deposit speeds your refund by 2 to 4 weeks. (OPTIONAL).
- 31) **E-filing** is available for all clients. **NOTE:** All Michigan tax returns are required by the State of Michigan to be E-filed.
- 32) Include additional 1099's or any documents that you are not sure of.
- 33) Michigan Sales Tax Due- resulting from Out-Of-State purchases or from online transactions.

34) **Affordable Care Act:** All individuals with health care coverage will receive a form **1095** from their provider. Please be sure to include this with your tax documents. **If you receive your health insurance from the marketplace, you must provide us with a copy of you 1095-A**

**SELF-EMPLOYED EXPENSES**

- 1) PHONE – Cell Phone, Dedicated Fax line Internet service, additional calls made
- 2) TRAVEL for business – Plane fare, Hotels, meals, rental cars, cab fare, tips
- 3) SEMINARS & EDUCATIONAL EXPENSES related to business
- 4) COMPUTER – repairs, software, laptops, connect charges at work
- 5) POSTAGE – Christmas card, birthday cards, advertising
- 6) SUBSCRIPTIONS & PUBLICATIONS– Money Magazines. Wall Street Journal, etc.
- 7) BUSINESS CARDS
- 8) ADVERTISING – Calendars, pens, other promotional items
- 9) CLIENT GIFTS – Christmas, birthdays, etc.
- 10) OFFICE EXPENSES – paper, pencils, copying expenses, secretarial fees, equipment (computers, fax machines, cell phones), office furniture, misc. items
- 11) PROFESSIONAL SOCIETIES DUES & LICENSING FEE S (do not include country club membership fees)
- 12) BANK CHARGES - related to business
- 13) LOG BOOK – Appointments & Mileage
- 14) MEALS – breakfast, lunches & dinners.
- 15) OTHER – All other expenses related to the operation of your business. (If questionable bring it to us for clarification of deductibility)