# 2016 Tax Documents Checklist

**Name: ______________________________________**

**Please indicate with a checkmark anything that applies to your tax situation *and include the related documents/information with your tax documents*. This is not an all inclusive list, but a list of common items.**

## ☐ Personal information

- ☐ Social security numbers, full names and date of birth for all NEW clients and any dependents
- ☐ Dependent changes – add or remove dependents
- ☐ Changes in contact information: address, phone numbers, e-mail address
- ☐ Confirmation of/or changes to direct deposit information for refunds (submit voided check)
- ☐ Prior year's tax return (new clients only)

## ☐ Income and employment information

- ☐ W-2 forms
- ☐ Pension/retirement – 1099-R, Form 5498
- ☐ Alimony received or paid and SSN
- ☐ Partnership, Estate, S Corporation K-1s
- ☐ Rental income and expenses
- ☐ Miscellaneous income - 1099-MISC
- ☐ Unemployment compensation – 1099-G
- ☐ State tax refunds – 1099-G
- ☐ Cancellation of debt - 1099-C
- ☐ Social security - 1099-SSA

## ☐ Investment information

- ☐ Interest income – 1099-INT
- ☐ Dividend income – 1099-DIV
- ☐ Proceeds from broker transactions – 1099-B
- ☐ Provide cost basis - date purchased and purchase price for each security sold

## ☐ Deductions, credits, and other adjustments

- ☐ Homeowners
  - HUD Settlement and Closing Disclosure if you bought, sold, or refinanced any property
  - Mortgage interest – 1098
  - Real estate taxes PAID in 2016
- ☐ Charitable contributions
  - Cash contributions by date paid
  - Non-cash contributions and their associated donated value
  - Charitable mileage
- ☐ Sales tax information–sales tax paid on vehicles, motorcycles, boats, or construction costs
- ☐ Distributions/contributions related to H.S.A. accounts – Forms 1099-SA and 5498-SA
- ☐ IRA contribution amounts – please indicate if Traditional, Roth or SEP
- ☐ Unreimbursed employee business expenses, if greater than 2% of your income
- ☐ Tax preparation fees, job hunting expenses, investment management fees
- ☐ Moving expenses, IF JOB RELATED
- ☐ Residential energy credit qualified improvements

## ☐ Children/student information

- ☐ Child care expenses and provider information – summarize expenses by child
  - Name, address, SSN or tax ID number of child care provider
- ☐ Investment income for dependent children
- ☐ Student loan interest – 1098-E
- ☐ Education expenses/college tuition paid – 1098-T (include proof of payments made in 2016 by providing a copy of checks or payment detail provided by the school)
- ☐ Distribution from a 529 plan or qualified education program – 1099-Q

## ☐ Self-employment information

- ☐ Income – including 1099-MISC forms
- ☐ Business-related expenses including mileage and asset purchase descriptions, dates and amounts
- ☐ Health insurance premiums paid and retirement contribution amounts
- ☐ Home office deduction – simplified option ($5 per square foot up to 300 square feet) or actual expenses

## ☐ Estimated tax payments – dates and amounts paid

## ☐ Proof of health insurance – Form 1095-A, 1095-B or 1095-C