**Information Needed to Complete Your Tax Return**

1. Wage and/or Pensions, Social Security, or Unemployment Statements – your W-2’s or 1099 statements, state tax refund or other income or loss end of year statements, gambling income and losses.
2. Interest, Dividend, or Investment Income end of year total earnings statements – 1099’s or K-1’s from bank or investment company. If you sold stocks or investments during the year, we need to know when you originally bought the investment (Cost BASIS) and what you originally paid for it, also if you reinvested earnings. We also need to know date of sale, and amount you sold it for. Your BROKER should furnish this to you.
3. Self-employment income and expenses (please total the expenses by category types, as we charge bookkeeping fees if we need to do this), business mileage totals or logs. If office in home, we need to know total electric, gas, and insurance for year. Also, the square footage of office area and entire living area of house, major improvement costs, plus any repairs or maintenance for year on house.
4. Rental income and expenses (total your receipts by types of expenses, mortgage interest, insurance, repairs, utilities, etc.)
5. Alimony paid or received during the year, including the name and social security number of recipient.
6. Purchase or sale of residential house, rental, investment or business property. Please bring the HUD closing statements.
7. Medical expenses (totals by type of expenses paid by you out of pocket: Doctors, Hospitals, Clinics, Eye Care, Dental, Medical Insurance, Mileages for medical care). Subject to 7.5% exclusion of total income.
8. Property and State Income taxes paid. State withholdings we can obtain from your W-2’s or estimated payment totals.
9. Charitable Donations, both cash donations and non-cash donations such as clothes to Goodwill, Salvation Army, etc*.* ***Donations of over $250 MUST have receipt from the organization to which donation was given.***
10. Educational expenses for tuition and fees, room and board (on campus), books, student loan interest.
11. Mortgage Interest (First, Second, Home Equity or Home Improvement Loan interest or points paid) or Investment Interest paid.
12. Homeowners Insurance Declaration (NOT Flood) pages for all properties. Dates should be for 2015-2016.
13. Work expenses (Union or Professional dues, required work supplies, work tools, and required use of vehicle calling on clients or for other duties of your job for the employer. Note you may give us mileage information totals such as the total business miles used, commuting miles used, and personal miles used, or you may give us your actual completed mileage log. If claiming actual vehicle costs, then we need the total spent on gas, repairs, maintenance, insurance, licenses, and loan interest. We also need to know whether you are leasing or buying the vehicle and purchase date and price. We also need to know if you received reimbursements from your employer and if they included the reimbursement in your W-2 wage totals.
14. Child care expenses paid to day care providers including their Name, address, and ID Number
15. Prior year completed tax return. \*\*New Clients ONLY!\*\*
16. **Any other information in regards to income that you earned or expenses that you believe to be deductible**. Please ask us about it or show us the information during your tax appointment.

You must save all of your receipts, cancelled checks, credit card statements, and other proof of deductions you claim for a minimum of three years. Vehicle mileage logs should be completed during the year to prove the business mileage and usage of the vehicle for which vehicle expenses are claimed. Tax law does permit a reconstruction of your mileage log, but it is better to complete the log during the year.

**Please make your tax appointment early! If you have specific tax questions pertaining to the preparation of your tax return, save them to discuss during your tax appointment.**