#### WHAT SHOULD I HAVE FOR MY APPOINTMENT?

HERE IS A SIMPLE CHECKLIST FOR YOU TO GET STARTED







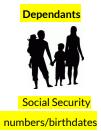








Last year Federal and State return



### INCOME SOURCES

- W-2
- Self-employed business income and expenses/ 1099- MISC
- Commission you received or paid
- Pension or retirement income/ 1099-R
- Unemployment income/ 1099- G
- Social Security income/ SSA-1099
- Alimony paid or received
- Lottery gambling Winning or losses (we can itemize and include losses on Sch. A)

## STATE & LOCAL TAXES

- State or local paid
- State refund amount / 1099-G
- Estimated taxes or foreign taxes paid

## **FAMILY**

- Medical and Dental expenses (out of pocket expenses)
  - Proof of health coverage for the year
- Child care expenses
  - o Provider information (need documentation with provider tax ID and amount paid)
- Mileage records to doctor appointments

# SAVINGS & INVESTMENTS

- IRA contributions / ROTH or 401K accounts
- Interest and Dividend income / 1099-INT or 1099-DIV
  - Stocks, bonds and/or Mutual Funds
    - Statement on stock or bonds sales 1099- B

#### **WORK EXPENSES**

- Uniforms, union dues/expenses, dues to professional societies,
- licenses and regulatory fees
- subscriptions to professional journals/trade magazines
- tools/supplies used in your work
- occupational taxes
- passport for a business trip
- travel, transportation
  - o Plane, train, car rentals
  - Parking fees (tolls, meters, parking garage fees,/EZ Pass)
  - Mileage to and from Business related events/meetings/jobbs
- meals, entertainment, gifts and local lodging related to your work.
- Job-related educational expenses

#### **EDUCATIONAL EXPENSES (Unreimbursed)**

- Classroom expenses (teachers/educators)
- Tuition, books, supplies/equipment needed for a course of study
  - o notebooks/pens/calculators/ computers/laptops
  - o Ebooks, education fees
  - o non-academic fees
  - o student activity fees, athletic fees
- Student loan interest / 1098-E
- 1098- T tax form (can receive this from the school you attend)

# OTHER

- Charitable donations, cash and non-cash (clothing, furniture, vehicles ETC)
- Casualty or theft losses
- Mileage records for travel to and from Goodwill, Salvation Army, charity events, volunteer work

- Purchase of home
- Purchase of vehicle (taxes paid on vehicle)
- Real Estate (purchase and/or sale)
- Home improvements (windows, roof, water heater ETC)
- Fees paid for tax return (previous year)
- Copy of previous year return
- Bank Information
  - Account number/routing number (Efile)

#### ADDITIONAL INFORMATION FOR PRIVATE CONTRACTORS, SELF EMPLOYED, 1099 WORKERS

	INCOME SOURCE
•	<ul> <li>Contract work</li> <li>Invoices from payments received (need a total of your income received for the year)</li> <li>Paypal, Shopify ETC (Payments received through these payment methods)</li> </ul>
	SOFTWARE SUBSCRIPTIONS
•	Google Drive, Google Apps Adobe Suite Microsoft Office Web Domain subscriptions (ex: Go Daddy)
	UPFRONT INVESTMENTS (CAPITAL INVESTMENTS)
•	Purchase or rental of business property  Repairs of office space/building  Contractors  Supplies for repairs (tools, drywall, paint etc;)
•	Security system (installation, monthly subscription)
	PROMOTIONAL COST  Business vehicle
•	Logo wrapping of vehicle

- Business cards/Tshirts/pamphlets/brochures ETC;
- Promotional pictures (expenses to produce the pictures or hiring a contractor to photograph the pictures)
- Outside printing of promotional items (EX: Staples)



#### **OPERATION EXPENSES**

- Clothing (expense for work related clothing)
  - Maintenance of clothing (dry cleaning, laundry)
- Processing Systems (to take payments)
  - Service fees
  - Monthly/Yearly cost for system
- Long Distance Service
- Office Furniture / Equipment
- Internet cost
- Business phone (must be used just for business)
  - Landline/ mobile phone
- Business meals / Entertainment (must be able to prove these transactions)
- Mortgage (office building and/or at home office- mortgage for your home)
  - Insurance (office/home office)
  - Utilities (office/ home office)
- Copy of previous year return
- Bank Information
  - Account number/ routing number (Efile)