

Individual Tax Checklist

Please bring the following information to our first meeting:

General Information

- Social security number of any new dependents in the current tax year
- Estimated payments — date of payment and amount
- Current e-mail address
- Direct Deposit:
 - Bank Name
 - Bank Routing transit number
 - Account number
 - Type of account (checking/savings)
- IRA contribution (traditional/Roth)

Income

- W-2 Wage Statements
- 1099's – Interest from banks or self-employment income
- Alimony (if recently divorced – divorce settlement papers)
- Refunds from state departments of revenue (i.e., Arizona refund)
- Capital gain – from mutual funds
- Any pension distributions
- Rental income
- Unemployment compensation
- Social Security benefits
- Information on any sale:
 - Sale price
 - Date of purchase
 - Date of sale
 - Acquisition price
 - Improvements – if on a piece of rental property

All income is subject to taxes. The above is a list of the most common sources of income.

Deductions

- Medical expenses
- Medical mileage
- Nursing home costs
- Rehabilitation costs
- State taxes paid in current tax year for prior years
- Real estate taxes
- Personal property taxes (in Arizona, that is your car license)
- Home mortgage interest
- Charitable gifts, both cash and non-cash
- If you have your own business, any business expenses:
 - Advertising
 - Car expenses
 - Total miles driven
 - Business miles driven
 - Commute miles
 - Actual expenses: repairs, gasoline, service, license plate tags, etc.
 - Year and make of car
 - Commissions and fees
 - Furniture and Equipment purchases (also need dates purchased)
 - Business insurance
 - Rent (paid for business space) – *Did you remember to issue a Form 1099 to the landlord?*
 - Legal and professional services
 - Office expenses: utilities, cleaning service, telephone
 - Supplies: paper, pens, computer cartridges, etc.
 - Travel
 - Meals
 - Other expenses (example: long distance telephone calls)
 - Retirement contribution
 - Medical Savings Plan contribution
- Rental expenses from homes or other property that you rent to someone else.
- Teaching supplies, if you are an educator

The above list is not exhaustive. Generally, deductions are allowed if used to produce income.

Other Miscellaneous Items

- Please bring mortgage documents if you have purchased, sold or refinanced your home in the current tax year