INCOME & DEDUCTIBLE EXPENSES LIST: *Not all items will apply*

Income:
- W-2's
- Interest (1099-Int) & Dividends (1099-Div)
- State Tax Refund From Last Year
- Alimony – Received
- Unemployment Compensation
- Pension and Annuities (1099-R)
- Social Security Income
- Other Income, Miscellaneous Income (1099-Misc)
- Business Income (See Below)
- Stock Sales- Orig Cost, Dates Bought & Sold (1099-B)
- Rental Property (Income & Expenses)
- Savings Bonds Cashed

Adjustments:
- Tuition, Fees & Books for Higher Education (1098-T)
- Child Care Expenses - (Need total paid per child, Providers Fed. Id or SSN & Address)
- Student Loan Interest Paid (1098-E)
- Moving Expenses - (Must be over 50 miles for work)
- Alimony - Paid
- IRA Contributions & Roth Contributions
- HSA (Health Savings Account) Contributions
- 529 Plan Contribution
- HUD Settlement pages - if sold or refinanced your main home or rental home.
- Long Term Care payments made per person

Deductions:
- Real Estate Taxes
- Car Registration (Ownership Tax)
- Home Mortgage Interest
- Refinance or Home Purchase Settlement Papers
- Charity Cash
- Charity Donations (Use Donation Log on our website), bring receipts, (take pictures for your records)
- Job Related Expenses Not Reimbursed (see below)
- New Baby (Name, Birthday, Social Security Number)

Credits:
- Child Care
- Adoption

Payments:
- **Estimated Payments** made to Federal & State. We need the amounts and dates paid
- **NEW CLIENT ONLY:** BRING LAST YEARS TAX RETURN-There may be carry forward items that we need.

BUSINESS DEDUCTIONS & EMPLOYEE BUSINESS EXPENSES:

TOTALS for the following categories: *Not all items will apply*

Income:
- 1099-Miscs
- Gross Receipts (other than 1099-Misc)

Expenses:
- Advertising
- Miles: Type of Car, Date put in service (if new)
  - Business Miles
  - Commuting Miles
  - Personal Miles
  - Total Miles for the year (Beg.& End odometer)
  - Car Loan Interest
- Commissions or Fees paid out
- Large ticket items purchased in for business: Furniture; Equipment; etc. and Date Purchased
- Business Insurance
- Self Employed health insurance
- Legal & Professional Services (including what you paid last year for tax preparation.)
- Office Expenses
- Rent – Equipment or Building
- Supplies used in business
- Taxes & Licenses
- Travel – Hotel, Rental Car, Airfare ***not travel meals***
- Meals, Entertainment, ***include travel meals***
- Other Expenses:
  - Cell phone
  - Internet
  - Trade Education
  - ANY OTHER EXPENSE that may not fit in the above categories.

- Inventory:
  If you have inventory we need:
  - Inventory at the beginning of the year
  - Total inventory purchases less cost of items withdrawn for personal use
  - Inventory at the end of the year

- **NEW CLIENTS ONLY:** BRING LAST **TWO** YEARS TAX RETURNS-There may be depreciation or carry forward items that we will need.

Home Office For Home Based Business Or Employees Who Work At Home For The Convenience Of Their Employer:

Space:
- Total Finished Square Feet of home and total square feet of office. This is the percentage that determines your deductions on your home expenses.
- Original cost of home

Deductible Home Expenses: We need **TOTAL AMTS** *(based on percentage of use):*
- Insurance
- Mortgage Interest – if applicable
- Real Estate Taxes – if applicable
- Rent – if applicable
- HOA
- Utilities
- Water
- Trash
- Repairs
- Maintenance

You do not need to supply all your records and receipts just TOTALS for each category.