Gagliano Associates LLC
"Pay only what you legally owe and not a penny more"
Income Tax Preparation Specialists

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Your Name: ____ TAX YEAR __________

INCOME & DEDUCTIBLE EXPENSES CHECKLIST:

*Provide us with all tax forms indicated by (). *(Not all items will apply)*

Income:

- ❑ W-2's (W2)
- ❑ Interest (1099-Int)
- ❑ Dividends (1099-Div)
- ❑ Stock Sales- Original Cost, Dates Bought & Sold (1099-B)
- ❑ State Tax Refund from Last Year (1099-G)
- ❑ Alimony – Received
- ❑ Unemployment Compensation (1099-G)
- ❑ Pension and Annuities (1099-R)
- ❑ Social Security Income Statement
- ❑ Savings Bonds Cashed Interest
- ❑ Other Income ie. Forgiveness of debt (1099-A, 1099-C)

Business or Contractor Income: Visit our website for full worksheets for income & deductible expenses for Business or Rentals.

- ❑ Miscellaneous Income, Independent contractor (1099-Misc)-
- ❑ Business Income (Income & Expenses
- ❑ Rental Property (Income & Expenses)

Deductions:

- ❑ New Baby (Name, Birthday, Social Security Number)
- ❑ Real Estate Property Taxes (1098)
- ❑ Home Mortgage Interest (1098)
- ❑ Refinance or Home Purchase Settlement Papers (Closing Disclosure)
- ❑ Charity Cash – Total Amount Donated.
- ❑ Charity Donations (Use Donation Log on website), bring receipts, (take pictures for your records)
- ❑ Medical Deductions – must meet threshold – Use medical worksheet on our website for what is deductible.

Adjustments:

- ❑ Tuition, Fees & Books for Higher Education (1098-T)
- ❑ Child Care Expenses – Use Child Care Expenses Worksheet on our website.
- ❑ Student Loan Interest Paid (1098-E)
- ❑ Teachers: Education Expenses – limited to $250 deduction per teacher.
- ❑ Alimony - Paid
- ❑ IRA Contributions & Roth Contributions
- ❑ HSA (Health Savings Account) Distributions & Contributions (1099-SA) (5498)
- ❑ 529 Plan Contribution – Must be a Colorado plan.
- ❑ Closing Disclosure Settlement pages - if sold or refinanced your main home or rental home.
- ❑ Long Term Care – Provide Proof of total Premium paid and the amount paid per person.

Credits:

- ❑ Adoption Costs
- ❑ Solar

Payments:

- ❑ **Estimated Payments** made to Federal & State. We need the amounts and dates paid:
  - Due April 15th Fed$__________ Date Paid: __________ State: ____ $________ Date Paid: __________
  - Due June 15th Fed$__________ Date Paid: __________ State: ____ $________ Date Paid: __________
  - Due September 15th Fed$__________ Date Paid: __________ State: ____ $________ Date Paid: __________
  - Due January 15th Fed$__________ Date Paid: __________ State: ____ $________ Date Paid: __________
- ❑ **NEW CLIENTS ONLY – Bring last years tax return for carry forward items we need & depreciation reports.**

Questions:

*You do not need to supply us with all your records and receipts just TOTALS for each category. Keep your receipts for substantiation of your deductions. (IncomeExp-18)