

2016 TAX CHECKLIST

PERSONAL INCOME

1. W-2s for all jobs held during the year.
2. 1099s for self-employment, rent, retirement, disability, unemployment, gambling, social security, long-term care, tax refunds, and other income.
3. K-1s from Partnerships, S-Corporations, Estates, or Trusts.
4. Alimony Received.
5. Rental income.

INVESTMENT INCOME

1. 1099-INT for bank accounts, CDs, land contracts, bonds, etc.
2. 1099-DIV for stocks, mutual funds, and brokerage accounts.
3. 1099-B for sale of stocks, bonds, & funds.
4. Purchase date and cost of stocks, bonds, mutual funds, or other capital assets sold or became worthless during the year.
5. Closing Statement (HUD-1) for real estate sales, purchases, and refinances.

ITEMIZED DEDUCTIONS

1. Medical expenses (only the amount over 10% of your income is deductible).
2. Real Estate taxes.
3. Sales Tax - Did you purchase a car, boat, or plane this year?
4. Automobile Registration Fees.
5. Mortgage Interest.
6. Charitable contributions. You are required to have a bank record or receipt from the organization to take the deduction. (I don't need or want to see all those records, but you are required to retain them to take the deduction.)
7. Non-monetary charitable contributions. (Clothes, furniture, household goods, cars, etc. Items must be in good usable condition. Keep a list of items donated along with the receipt from the charitable organization.)
8. Uninsured casualty or theft (needs to exceed 10% of income to be deductible).

EDUCATION DEDUCTIONS & CREDITS

1. College Tuition & Fees (provide both the 1098T and an account statement from the school).
2. Did you cash US savings bonds issued after 1989 to pay for tuition?
3. Education IRA or Coverdell contributions.
4. Student Loan interest.

(Continued on reverse)



CHILD RELATED DEDUCTIONS

1. If you haven't previously, provide children's birthdays.
2. Child Care expenses.
3. Adoption expenses.
4. Please note, additional documentation is now required for child & tuition tax credits. Expect me to make more inquiries of you if you are eligible for these credits.

MISCELLANEOUS ITEMIZED DEDUCTIONS

1. Job related expenses: Mileage, Licenses, Meals & Entertainment, Tools, etc.
2. Union & Professional Dues.
3. Financial, investment & tax planning fees and related legal fees.
4. Safe Deposit Box.
5. Job Seeking expense (within your current field).

OTHER DEDUCTIONS & CREDITS

1. Educator's unreimbursed classroom expenses.
2. Did you buy a new electric or hybrid vehicle?
3. Alimony Paid.
4. IRA, SEP, SIMPLE, or HSA contributions.
5. Job related move of over 50 miles.
6. Did you install any energy-saving home improvements? (You should receive a certificate from the manufacturer if it is eligible for the credit.)
7. If you made estimated tax payments please provide the date and amount of each payment.

OTHER

1. New Clients: please bring a copy of the previous year's tax return.
2. Changes in address, phone, email, dependents, marital or civil union status.
3. Medical insurance 1095s.
4. Did you start or acquire a new business?
5. Do your children have more than \$2100 of investment income.
6. If you want direct deposit of your refund, provide a void check or the bank name, type of account, account number, and routing number.
7. Internet, mail order, and out of state purchases to be reported for use tax (sales tax on out of state purchases). Inform me of any such purchases you made.
8. Do you have a bank or financial account in a foreign country?
9. **Review and sign the client agreement. Make sure to circle the appropriate responses regarding efile, foreign financial accounts, & medical insurance.**

Some aspects of your tax situation may not be covered on this brief checklist. If you prefer a more detailed questionnaire, download one at www.DavidWeigelCPA.com/Organizer2016.pdf. If you have any questions, please give me a call.