FOR INDIVIDUAL TAX PREPARATION

The following list should be reviewed to ensure that your tax return will be prepared in a timely manner ensuring the lowest cost for preparation of your return. Providing the following data will also help us complete the return correctly:

1) Tax Organizer. Every year we provide our clients with a tax booklet (organizer) to help us prepare your return. Each page of this booklet will contain your information from the prior year and can help you make sure that you have provided all of the tax documents we will need. It also can serve as a roadmap to area's which you may have forgotten about or need to add more information for the current years tax preparation.

2) A letter from you if you have other information that you are unsure about including or are unsure if it will lower or even raise your taxes. Because every taxpayer is unique, his or her tax information is just as unique. If your unsure please feel free to write a note and include it with your organizer.

3) Tax Documents (as they apply to your situation). The following list is not intended to be all-inclusive:
    a. W-2 Forms
    b. Form 1099's from banks and investments.
    c. Other 1099's are provided for self-employment income and other sources.
    d. Sales and purchase documents for real estate (HUD Statement)
    e. Brokerage statements (year end statement or 1099)
    f. Statements from investment plans (Direct Reinvestment Plans)
    g. Social Security annual statement. (Form SSA-1099)
    h. Form K-1 for individuals that have interests in pass-through entities such as partnerships, S Corporations, trusts or estates.
    i. Statements reflecting taxes paid on real estate or personal property.
    j. Annual mortgage interest statement (Form 1098)

k. Contribution confirmations from religious organizations or other recipients.

l. Tax statements for college costs from the educational institution.

m. For owners of rental real estate who use a management company please request an annual income and cost report from that management company.

n. For owners of rental real estate, please make sure you have the real estate taxes paid for the year, interest from loans, total income received, and other costs associated with the property.

o. Any new purchasers or sellers of rental property should also include the HUD statement for costs associated with the property at the closing. (See item D above)

p. Form 1099-G for gambling winnings.

q. State tax refund cards or letters usually sent if you had a refund the prior year.

r. Student loan interest statements for interest paid during tax year.

Providing the original documents and not copies is important because occasionally, additional information is included on the reverse side of the document.

4) Copies of estimated tax payment checks to verify dates and amounts paid for current tax year.

5) Option statements from those clients who participate in option or employee stock purchase plans from their employer. Information should include purchases, sales, dates of any transactions, taxes withheld, and information on the type of options you own.

6) <u>Basis information.</u> This is a common area where many people have sold an investment that they held for many years and the brokerage statement or sales statement does not provide the original purchase date and cost. If you have sold investments and your broker has not provided a “cost” or “basis” statement, please request that information or look through your records to find statements that will provide those answers to us.

7) OTHER IMPORTANT INFORMATION:
    a. Any information on contributions or distributions to or from a self employed pension plan.

b. Any information on contributions or distributions to or from an educational 529 plan for children.

c. Any information on contributions and distributions to or from IRA's or other retirement plans.

d. Any changes in dependents. All newborns should be added to your tax return and we will need their complete names, date of birth, and social security number.

e. Childcare information for clients who use daycare services where both spouses work. Information would include name and address of provider and social security number for individuals (or EIN numbers for companies).

f. Information concerning the purchase of a hybrid or other type of vehicle that would allow a tax credit.

g. Any letters your received from the IRS or State tax departments concerning returns filed in previous years.

h. List of cost and type of new home improvements that may be eligible for tax credit.

8. UNCOMMON INFORMATION
    a. A copy of award documentation in case you win a lawsuit to determine tax implications.

    b. Any transactions concerning conversion or distributions from retirement plans of any kind.

    c. Legal documents
        a. Divorce or separation agreements
        b. Death Certificates for death of spouse.
        c. Documents relating to any new trust or business entities.
        d. IRS Section 1031 exchange documentation, including but not limited to name of qualified intermediary and contact information, and HUD statements.

9. New clients to our office should bring copies of their prior years federal and applicable state tax returns.