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2018 Tax Year - Form 1040

Taxpayer Name(s): ____

CHECK LIST A - EXAMPLES OF SUPPORTING DOCUMENTATION

___**1.** Form(s) W-2 (wages, etc.) Alimony, and any other source of income
___**2.** Form(s) 1099 for Interest, Dividends, cancellation of debt, state tax refunds, misc. income, etc.
___**3.** Form(s) 1099 for unemployment compensation, state refunds, Social Security benefits received, and pension distributions.
___**4.** Form(s) 1099 reporting all IRA transfers; also dates and amounts of all IRAs converted to Roth IRAs.
___**5.** Form(s) 1098 (Mortgage Interest) and Real Estate Property Tax Statements
___**6.** Brokerage Statements from Stock, Bond or other investment transactions, as well as purchase date and cost information, including Stock options and Retirement funds; including from 1099-B
___**7.** Closing Statements pertaining to Real Estate transactions (HUD-1) (including re-finances)
___**8.** All year-end mortgage loan and escrow statements including those refinanced or paid off during the year.
___**9.** (If Applicable) Schedule(s) K-1 (Income/Loss from Partnerships, S Corporations, etc.)
___**10.** Charitable Contributions: House of Worship, Payroll deductions, Charity Mileage, Non-cash Items- If one item is more than $500 We recommend you take a picture for your records.
___**11.** Name, address, and SSN of all Child Care Providers; amount of child and dependant care expenses
___**12.** Year-end income and expense record from any business/rental property you own (See separate Schedule C Business and Real Estate Property Checklists.)
___**13.** Mileage information for automobiles used for work or business, or medical or charitable purposes
___**14.** Record of estimated federal and state tax payments made; including dates paid (Photocopies of checks preferred)
___**15.** Any tax notices received from the IRS or other taxing authorities
___**16.** All other supporting documents (Schedules, Checkbooks, etc.)
___**17.** Any other documents you feel may be needed to document income and expenses/deductions

CHECK LIST B –

If any of the following items pertain to you (or spouse) for 2017, please check the box and provide additional documentation/information with an explanation on the reverse. Please call or e-mail with any questions.

Personal Information

☐ Did your marital status or address change during the year?
☐ Could you be claimed as a dependent on another person's tax return for 2017?

Dependents

☐ Were there any changes in dependents? If so, we will need Social Security Numbers and Dates of Birth of all new dependents.

- ☐ Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2018?
- ☐ Did you adopt a child or begin adoption proceedings during 2018?
- ☐ Did you have any children under age 18 on January 1, 2018 or under the age of 24 on January 24, 2018 who were full-time students with wages, interest or dividend income in excess of $1,000, or who sold stock in 2018?

Income

- ☐ Did you receive unreported tip income of $20 or more in any month?
- ☐ Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- ☐ Did you receive any disability income?
- ☐ Did you have any foreign income or pay any foreign taxes?

Purchases, Sales and Debt

- ☐ Did you make any large purchases, such as a motor vehicle, RV, or boat in 2018? Provide the invoice amount and sales tax paid on the transaction.
- ☐ Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
- ☐ Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?
- ☐ Did you buy or sell any stocks, bonds or other investment property in 2018?
- ☐ Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? Did you use any of the proceeds of a refinance for any other purpose than improving your principal residence?
- ☐ Did you have any debts cancelled or forgiven?

Retirement Plans

- ☐ Did you make or do you plan to make a contribution to a retirement plan (other than through your employment)? Please provide amount for yourself and your spouse and designate Traditional IRA or ROTH IRA.
- ☐ Did you receive a distribution or contribute to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- ☐ Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA?
- ☐ Did you receive a distribution from a retirement plan that was subsequently rolled over into another retirement account within 60 days of receiving the distribution?

Education

- ☐ Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?
- ☐ Did you, your spouse, or a dependent incur any tuition or other education expenses that are required to attend a college, university, or vocational school?
- ☐ Did you pay any student loan interest? If so, what amount? _________

Itemized Deductions

- ☐ Did you use your car on the job (other than to and from work)?
- ☐ Did you incur a loss because of damaged or stolen property?
- ☐ Did you work out of town for part of the year?
- ☐ For contributions made with cash to a charitable organization, do you have receipts and written acknowledgement from the charity substantiating the amount given?
- ☐ Did you have medical expenses, other than health insurance?
  If so, please fill in the Medical Expenses list.

Medical Expenses

Please enter the totals of your medical expenses on the lines below. Do NOT send us receipts.

________Prescription Drugs	________Medical Lodging
________Health Ins Premiums	________Medical Mileage
________Dental Ins Premiums	________Lab and X-ray
________Doctor/Dentist bills	________Glasses, Hearing Aids
________Hospital Bills	________Nursing Home Expense
________Long-term Care Premiums	

Notes:____

Estimated Taxes

- ☐ If you have an overpayment of 2018 taxes, do you want the excess applied to your 2019 estimated tax (instead of being refunded)?
- ☐ Do you expect your 2019 taxable income and withholdings to be different from 2018?

Health Insurance

- ☐ Did you have health Insurance for the entire year for your entire family?
- ☐ Where did you purchase your health Insurance?
- ☐ Did you receive form 1095A from your insurance company?

Miscellaneous

- ☐ Are you a teacher? Please provide out-of-pocket classroom costs documented by receipts.
- ☐ Did you pay any alimony (do not include child support)?
- ☐ Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
- ☐ Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?
- ☐ Was your home rented out or used for business?
- ☐ Do you own any securities or hold any debts that became worthless during 2018?
- ☐ Did you have any unreimbursed employee business expenses?
- ☐ Did you (or someone on your behalf, including your employer) make contributions to a health savings account (HSA) this year? Did you take any distributions from a HSA during 2018? Or, did you receive an HSA distribution or acquire an interest in an HSA due to the death of the account beneficiary?
- ☐ Did you have a medical savings account (MSA), a Medicare Advantage MSA, or acquire an interest in an MSA or a Medicare Advantage MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy?
- ☐ Did you receive COBRA premium assistance (reduced premium payments)?
- ☐ Did you incur moving expenses due to a change of employment?
- ☐ Did you engage the services of any household employees?
- ☐ Were you notified or audited by either the Internal Revenue Service or the State taxing agency?
- ☐ Did you or your spouse make any gifts to an individual that total more than $15,000, or any gifts to a trust?
- ☐ Did you add any energy efficient improvements (insulation systems, exterior windows and doors, metal roofs) to your home in 2018?
- ☐ Did you purchase and place in operation property that uses solar energy to generate electricity for use in a dwelling unit; property that at least half of the energy used by such property for the purpose of heating the dwelling is derived from the sun, property that uses a wind turbine to generate electricity for use in a dwelling unit; Property that uses the ground or ground water as a thermal energy source to heat the dwelling unit or as a thermal energy sink to cool such dwelling unit; or an integrated system comprised of a fuel cell stack assembly and associated balance of plant components that converts a fuel into electricity using electrochemical means?

<u>If any of the above scenarios pertain to you, please provide supporting documentation and give a detailed explanation on the back of this checklist. Items not checked are assumed a “NO” response.</u>

If you have an overpayment of taxes, do you want your refund directly deposited to your financial account (checking, savings, or retirement)? If so, **provide/confirm your bank account and bank routing numbers:**

Bank Name:____

Bank Routing# ______________________ Bank account#___________________ Account Type SV / CK / IRA

Signature ____ Date ______________

Signature ____ Date ______________