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## 2019 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 2019?

#### **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 2019?
- Did you adopt a child or begin adoption proceedings during 2019?
- Did you have any children under age 18 on January 1, 2019 or under the age of 24 on January 24, 2019 who were full-time students with wages, interest or dividend income in excess of \$1,000, or who sold stock in 2019?

**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 2019? 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 2019 taxes, do you want the excess applied to your 2020 estimated tax (instead of being refunded)?
- Do you expect your 2020 taxable income and withholdings to be different from 2019?

## 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 2019?
- 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 2019? 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 2019?
- 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?

**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.**

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 \_\_\_\_\_