



◇ *Small Business & Individual Tax Services* ◇
◇ *Small Business Management & Virtual Support Services* ◇
◇ *Payroll Processing, Bookkeeping and More* ◇

Tax Appointment Checklist

- Social Security Card(s) and Driver's License(s) or other State Issued ID
- Dependents' Social Security Numbers & Dates of Birth
- Last Year's Federal and State Tax Returns
- Wage Statements - Form W-2
- Pension or Retirement Income - 1099-R
- Interest and Dividend Income - Form 1099-INT/Form 1099-DIV
- State Income Tax Refund Amount - Form 1099-G
- Social Security Income - Form SSA-1099
- Unemployment Income - Form 1099-G
- Commissions Received
- Commissions Paid
- Sales of Stocks or Bonds - Form 1099-B
- Self-Employed Business/Farm Income & Expenses - Form 1099-MISC
 - Your sales receipts should reflect your income or any other method you used to keep track of your business income
 - You should have receipts for all or most of your expenses. Expenses can fall under the following categories: Advertising; Auto Expenses; Contract Labor; Business Insurance; Mortgage Interest; Professional and/or Legal Fees; Office Expense; Employee Benefit Plans; Pension Plan Expenses; Business Rent; Auto/Machinery Rent; Repairs & Maintenance; Supplies; Taxes and Licenses; Travel; Business Meals & Entertainment; Utilities; Wages; Other Expenses (i.e., Professional Development, Trade Related Expenses, Mobile Phone [if used for business], Necessary Work Clothes and Shoes, etc.) Also, if you're not sure, just ask us.
- Lottery or Gambling Winnings - Form W-2G
- Lottery or Gambling Losses
- Income and Expenses From Rentals
- Income from Partnerships, S Corporations, Trusts, and Estates - Schedule K-1
- IRA/401K Contributions and Distributions
- Alimony Paid or Received
- Child Care Expenses & Provider Information
- Medical, Eye Care, and Dental Expenses
- Cash and Noncash Charitable Donations
- Record of Purchase or Sale of Real Residence
- Mortgage or Home Equity Loan Interest Paid - Form 1098
- Real Estate and Personal Property Taxes
- Moving Expenses
- Home Improvement Expenses
- Unreimbursed Employment-Related Expenses, Educator Expenses (for teachers)
- Job-Related Educational Expenses
- Tuition and Education Fees (usually reported on Form 1098-T)
- Student Loan Interest (usually reported on Form 1098-E)
- Casualty/Theft Losses
- Estimated Taxes
- State and Local Tax Payments , Foreign/Other Taxes Paid, Other Interest Paid