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Questions on this checklist?
Please call (619) 220-0375
and we'll be happy to help.
Thanks!

Please bring the following information to your tax appointment:

ALL TAXPAYERS

Please note, not all taxpayers will have all the documents listed below. Please bring 100% of those items that you do have and cross out those items that do not relate to your 2016 tax situation. Thanks!

- ✓ Full name, correct Social Security number and date of birth
- ✓ Current address, phone number, and email address
- ✓ Marital status as of 12/31/2016 (and, is this the same as 12/31/2015?)
- ✓ **NEW CLIENTS**: please bring a copy of your 2015 tax returns (and 2014 if available)

- ✓ **Affordable Care Act** Questionnaire filled out completely (And 1095-A, B, C Forms)
- ✓ Foreign Banking – Do you have signature authority on a non-US bank account?
- ✓ All Forms W-2 from your employers
- ✓ All 1099-INT forms from banks (to report bank interest)
- ✓ Information on foreign bank and other financial accounts, if applicable
- ✓ All 1099-DIV forms from investments (to report dividends)
- ✓ Forms K-1 from partnerships, corporations, and/or estates
- ✓ Capital gains/losses (1099-B and realized gains/losses statements, including **basis**)
- ✓ Real estate transactions – all closing/settlement/Final HUD statements, 1099-S
- ✓ Form 1099-G showing state refund from prior year
- ✓ IRA and pension income (also withdrawals from 401(k) etc) (1099-R)
- ✓ Social Security benefit income (Form 1099-SSA)
- ✓ Alimony and unemployment income (Form 1099-G)
- ✓ Long-term care (Form 1099-LTC)
- ✓ Cancellation of debt income (Form 1099-C)
- ✓ Gambling income (1099-Misc or W-2G, also, provide info on gambling expense)
- ✓ IRA/Roth IRA contributions
- ✓ Tuition expenses reported on Form 1098-T **Box 1** and **ability to verify expenses claimed**
- ✓ Tuition plan contributions/withdrawals reported on Form 1099-Q
- ✓ Student loan interest reported on Form 1098-E
- ✓ Amounts, dates, and payees (IRS/FTB, etc) of all estimated ("quarterly") tax payments

ALSO FOR ALL TAXPAYERS

- ✓ Signed engagement letter (both spouses if married)
- ✓ Signed "Consent to Use Tax Information"
- ✓ **Affordable Care Act** Questionnaire filled out completely

TAXPAYERS WITH CHILDREN/DEPENDENTS

- ✓ Dependents: full name(s) and correct Social Security number(s)
- ✓ Date of birth of each dependent
- ✓ Months spent living in your home
- ✓ Your expenses for childcare
- ✓ Childcare provider's name, address and social security number or EIN

TAXPAYERS WHO ITEMIZE DEDUCTIONS

Most taxpayers begin to itemize deductions when they own a home and have mortgage interest and property taxes. Some begin to itemize when their state income tax withholding is above about 4,800 or so (look on your W-2 at Box 17). If you think you might be in this group, please prepare the following items:

- ✓ Medical expenses if they are significant (to figure this out, add up your basic income items – W-2, 1099, and then multiply that number by 10% - if your medical expenses are greater than that number, you may be in a position to itemize them:
  - Insurance premiums
  - Doctors and dentists
  - Prescription medications
  - Hospitalizations
  - Prescribed holistic treatments such as chiropractic, acupuncture
  - Medical equipment
  - Number of miles driven for medical purposes
- ✓ Property (real estate) taxes (not for rental property) (**actual amount paid during 2016**)
- ✓ Personal property taxes (**bring your DMV bill or your license plate and VIN numbers**)
- ✓ Home mortgage interest and points reported on Form 1098 (and bring the form too)
- ✓ Other home mortgage interest and points (bring ID info of person who receives 1098)
- ✓ Mortgage insurance premiums
- ✓ Gifts of money to charity (cash, check, charge) **that you can substantiate**
- ✓ Gifts of stuff to charity (in good condition, and if more than $500 in value **that you can substantiate** your basis)
- ✓ Direct expenses and mileage associated with volunteer work
- ✓ Information on casualty or theft losses (including Ponzi scheme losses)
- ✓ Unreimbursed expenses incurred as an employee – auto expenses, travel, meals, education, office, etc
- ✓ Tax preparation fees paid
- ✓ Investment expenses, safe deposit box

TAXPAYERS WITH RENTAL PROPERTIES

- ✓ Address of rental property and property type
- ✓ Number of days used as rental
- ✓ Number of days used personally

- ✓ Rental income actually received in 2016
- ✓ Expenses related to rental:
  - Advertising
  - Auto/travel
  - Cleaning and maintenance
  - Commissions paid
  - Insurance
  - Legal/professional fees
  - Management fees
  - Mortgage interest
  - Repairs
  - Supplies
  - Property and rental unit taxes
  - Utilities you pay
  - Improvements
  - For depreciation – basis information

TAXPAYERS WITH SELF EMPLOYMENT/CONSULTING INCOME

- ✓ Description of the type of business you do
- ✓ Accounting of your business activity (**a QuickBooks portable copy is great!**):
  - Gross receipts (ALL income you receive)
  - Returns/refunds
  - Cost of goods sold
  - Advertising
  - Auto expenses (See “Taxpayers Who Claim Automobile Expenses”)
  - Commissions and fees
  - Contract labor
  - Employee benefit programs
  - Insurances by type
  - Interest expenses by type
  - Legal and professional services by type
  - Office expenses
  - Pension and profit sharing plans
  - Rent or lease of office
  - Rent or lease of vehicles, machinery, equipment
  - Repairs or maintenance
  - Supplies
  - Taxes and licenses
  - Travel (transportation, accommodation)
  - Travel meals and entertainment
  - Local business meals and entertainment
  - Utilities on business property
  - Wages paid to others
  - Telephone expense (business portion, never a first line into your home)
  - Dues and memberships/subscriptions
  - Other itemized/categorized expenses

TAXPAYERS WITH SELF EMPLOYMENT/CONSULTING INCOME – AND A HOME OFFICE

- ✓ Total square footage of living space
- ✓ Square footage of space used "**regularly** and **exclusively"** for your business
- ✓ Personal money used to pay rent, mortgage interest, property tax, insurance, utilities, repairs/maintenance, cleaning, and other indirect expenses

TAXPAYERS WHO CLAIM AUTOMOBILE EXPENSES

- ✓ Date your vehicle was placed in service for business purposes
- ✓ Type of vehicle
- ✓ Total miles driven for entire year for all purposes (not just business miles – *everything*)
- ✓ Business-purpose miles
- ✓ Commuting miles
- ✓ Parking expenses
- ✓ If not using mileage rate, list ALL expenses of owning car for year

TAXPAYERS WHO HAVE ITEMS TO DEPRECIATE (Think – *expensive*, *long-lasting*)

- ✓ Date of acquisition of item
- ✓ Purpose of item
- ✓ Description of item
- ✓ Cost of item

OTHER GENERAL NOTES

- ✓ Not all taxpayers will have all of these items or issues on their tax return – so if it doesn't apply to you please don't worry about it.

- ✓ Please bring everything to your appointment so that there is not lost time going back and forth trying to catch up with details that are missing.

- ✓ If you have questions along the way please call (619) 220-0375 or send an email to dave@fortunatefields.com

- ✓ ***The Affordable Care Act imposes significant reporting burdens on taxpayers. Please be sure to fill out one of the Affordable Care Act questionnaires in order for us to be able to prepare your return. Thanks!***