

# ***EB TAX SERVICE***

*“Knowledge is t.i.m.e., during tax time”*

## ***Tax Record Checklist***

This tax record checklist is created for you to gather tax records and receipts for the tax season. Check mark the information provided to us and write in the amounts (were necessary). Payment should be provided before tax preparation is completed or immediately after information is faxed. Please provide us a completed checklist with the following information for tax preparation:

- \_\_\_\_\_ **Last Years Tax Return (New Clients)**
- \_\_\_\_\_ **Taxpayers Name and Dependents Name**
- \_\_\_\_\_ **Taxpayers Date Of Birth and Dependents Date Of Birth**
- \_\_\_\_\_ **Dependents Social Security Number**
- \_\_\_\_\_ **Home Address (If Different Then Last Years Return)**

## **INCOME:**

- \_\_\_\_\_ Alimony
- \_\_\_\_\_ All W-2's
- \_\_\_\_\_ Form 1099 miscellaneous income
- \_\_\_\_\_ Bank interest (\$10 or higher) & stock dividends
- \_\_\_\_\_ 1099G Overpayment card state & local income tax refunds
- \_\_\_\_\_ Business income (ask for business checklist)
- \_\_\_\_\_ Sales of stock, residence and other property
- \_\_\_\_\_ Pensions & Annuities
- \_\_\_\_\_ Rents & Royalties
- \_\_\_\_\_ Farm income
- \_\_\_\_\_ Unemployment compensation
- \_\_\_\_\_ Social security & railroad retirement
- \_\_\_\_\_ Partnership & Trust
- \_\_\_\_\_ Gambling & lottery winnings
- \_\_\_\_\_ Scholarships & fellowships
- \_\_\_\_\_ Other employee compensation
- \_\_\_\_\_ Other miscellaneous income

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### **EXPENSES:**

- \_\_\_\_\_ Alimony paid
- \_\_\_\_\_ Student loan interest
- \_\_\_\_\_ Casualty & theft losses
- \_\_\_\_\_ Charitable contributions, (cash, property, miles)
- \_\_\_\_\_ Child & disabled-dependent care
- \_\_\_\_\_ Earned income credit
- \_\_\_\_\_ Expenses for business use of car
- \_\_\_\_\_ Expenses for business use of home
- \_\_\_\_\_ Forfeited interest
- \_\_\_\_\_ Investment expenses
- \_\_\_\_\_ Tuition expenses
- \_\_\_\_\_ Job seeking expenses
- \_\_\_\_\_ Low income housing credit
- \_\_\_\_\_ Medical expenses
- \_\_\_\_\_ Moving expenses
- \_\_\_\_\_ Personal property taxes (car, boat, etc.)
- \_\_\_\_\_ Professional dues
- \_\_\_\_\_ Qualified educational expenses
- \_\_\_\_\_ Self employment tax
- \_\_\_\_\_ Self employed health insurance
- \_\_\_\_\_ State & local income tax payments
- \_\_\_\_\_ Tax preparation fees
- \_\_\_\_\_ Union dues
- \_\_\_\_\_ Vocational & job-related expenses
- \_\_\_\_\_ Volunteer service (out-of-pocket expenses) (church-scouts-etc)

### **HOME:**

- \_\_\_\_\_ Home mortgage interest
- \_\_\_\_\_ Real & property taxes
- \_\_\_\_\_ Points
- \_\_\_\_\_ Closing cost
- \_\_\_\_\_ Purchase and sales invoice/HUD-1 (if you purchased your home in 2000)
- \_\_\_\_\_ Refinancing
- \_\_\_\_\_ Windows, Heating and Cooling Units, and Storm Door

### **INVESTMENT:**

- \_\_\_\_\_ End of year ROTH IRA, IRA & KEOGH plan contribution statement
- \_\_\_\_\_ End of year brokerage statement
- \_\_\_\_\_ Form(s) 1099/end of year mutual fund statement
- \_\_\_\_\_ Form(s) 1099/end of year stock & bond statement