✓ FINAL CHECK LIST

- ❑ **Change of Address...** please note any change of address, zip code change, new phone or e-mail address.
- ❑ **Dependents...** we will use the information from last year. ONLY note changes in dependent status. List new dependents and their Social Security numbers. Social Security numbers** are generally MANDATORY for all dependents. *If a dependent is age 19 or over and is working, please indicate the dependent's earnings for the year and whether or not the child was a full time student for at least four months and one day during the year. Anyone claimed as your dependent CANNOT claim themselves on their own tax return. To avoid problems and government audit, you may wish to have this office prepare returns for your dependents.*
- ❑ **W-2 Forms**...** please retain Copy "C" for your records. Provide all other copies.
- ❑ **1099R Forms**...** these are issued for various types of pension income and IRA account distributions. Provide one copy for each distribution.
- ❑ **1099s**...** For Interest & Dividends you generally need only list the payers and amounts; segregate according to interest and dividends. Many payers, such as brokerage firms, use substitute 1099s that may be difficult to understand. If you have concerns about interpreting a substitute 1099, please provide it. Please provide copies of statements from mutual funds and tax-free investments because these may receive specialized tax treatment.
- ❑ **IRA Distributions or Rollovers...** all IRA distributions** (not direct transfers) MUST be reported on your tax return EVEN if they were rolled over. Provide a copy of the 1099R for IRA distributions. If the distribution was rolled over into another IRA account, indicate how much of the distribution was rolled over, and the dates you received the distribution and completed the rollover. When funds are simply transferred between IRA accounts by the banks or investment institutions holding your funds, no special reporting is required.
- ❑ **Stock Sales...** for each stock transaction, include the following: gross purchase cost (or inherited basis), date of acquisition, sales price** (net amount received), and date of sale.
- ❑ **Home Mortgage Interest**...** use the amount from the Form 1098 provided by the lending institution(s). If you refinanced during the year, please provide the single document (e.g., escrow or other closing statement) that details all costs of the transaction.
- ❑ **Property Sales**...** if you bought or sold property, including your home, please call for additional instructions.
- ❑ **Partnership and Trust K-1s...** provide all K-1s and instructions.
- ❑ **Questions...** please list any questions you may have, your telephone numbers (work and home), and the best time to reach you in regard to possible questions that arise while your return is being completed.
- ❑ **Household Employees...** ✓ Check if you employ household workers.
- ❑ **State Use Tax...** If you purchased something out-of-state or over the Internet and did not pay state tax, please provide a list of items and cost so that sales tax can be included with your tax return or by other means.
- ❑ **Prior Year's Return...** If our firm did not prepare your return for the prior year, please provide a complete copy of that year's return.

***Denotes IRS matching program. IRS is able to match these numbers; if they do not match amounts on your return, it may trigger a service center audit.*

To the best of my knowledge, all information contained within this document is true, correct and complete.

Taxpayer's Signature _____ **Date** _____

Spouse's Signature _____ **Date** _____

QUESTIONS YOU MAY HAVE.....