

# New Client Checklist-2018

Name \_\_\_\_\_

\_\_\_\_\_ **COPY OF LAST THREE YEAR'S RETURNS** (if possible), and social security numbers and dates of birth for any dependents you support (not just children).

\_\_\_\_\_ Did your family have **Health Insurance** all year? Bring **Form 1095-A** if through **Healthcare.gov**.

\_\_\_\_\_ **Estimated payments** (both federal and state, including **amounts** and **dates paid**).

\_\_\_\_\_ **Forms W-2 and 1099-R, Social Security, IRA or 401(k)** distributions, other retirement income, Unemployment Compensation, HSA contributions/deductions, gambling income and losses.

\_\_\_\_\_ Forms **1099** (interest, dividends, miscellaneous income, cancellation of debt).

\_\_\_\_\_ **All self-employment income and expenses**, equipment placed in service (including dates).

\_\_\_\_\_ **All other income: cash work, foreign income, alimony** (maintenance), **bartering**, etc.

\_\_\_\_\_ Property tax (including parcel number) mortgage interest, points and PMI, office-in-home expenses, and **closing statements** from **home sale, purchase or refinance**.

\_\_\_\_\_ **SALE OF INVESTMENTS**, including **COST, proceeds, and dates of transactions** (if you receive a **1099-B**, you have a sale). Please ask your broker for cost basis.

\_\_\_\_\_ Tuition, books & fees (including **loans**) from kindergarten to college, student loan interest.

\_\_\_\_\_ Totals for medical expenses, including **health insurance premiums** (not pre-tax) & long term care premiums (must exceed 10% of adjusted gross income to deduct, seniors 7.5%).

\_\_\_\_\_ Totals for charitable contributions, cash and non-cash, if itemizing deductions. You must have a proper, **written letter** from the charity if a **single donation of \$250** or more. Please bring non-cash receipts and value of the contribution for Amvets, Goodwill, etc.

\_\_\_\_\_ Child care expenses (includes pre-school & day camp) and **provider's SS # or EIN**.

\_\_\_\_\_ Unreimbursed employee business expenses (union dues, tools, supplies, safety gear, protective clothing, uniforms, cell phone, internet, job search and job-related educational expenses).

\_\_\_\_\_ Business miles and total miles on vehicle for the year; miles between jobs or school.

\_\_\_\_\_ IRA, Roth, IL Section 529 Plans, or Illinois college plan contributions, distributions, or rollovers.

\_\_\_\_\_ Sales tax paid on any large purchases. Energy-saving improvements to your home.

\_\_\_\_\_ If you want **direct deposit** of your refund, please provide the following information with your tax package: name of bank, routing number, account number, and whether it is a checking or savings account (**a copy of a check is preferred**). Otherwise, it defaults to a check in the mail.

\_\_\_\_\_ **If your spouse is not present** at the tax appointment, and you would like to e-file your return, we need a **signed Power of Attorney** for one spouse to sign for the other.

\_\_\_\_\_ Other issues: **Financial assets outside USA of \$10,000** or more; anyone you support (possible dependents); **Senior Exemption** or **Freeze**; other questions or relevant items. It is a good idea to bring your check register from the prior year to the appointment to look up amounts.