

## Tax Preparation Checklist

To help you prepare for the upcoming tax season, here's a checklist to get started.

### Personal Data

- Social Security Numbers (including spouse and children)
- Child care provider(s) (Name, address and employer/Tax ID #)

If you are a new client, please bring the last 3 years' returns: we may be able to find some recoverable tax savings

### Employment and Income Data

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income: Forms 1099-MISC
- Partnership, S Corporation Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms SSA-1099, RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards / Scholarships and fellowships
- State and local income tax refunds: Form 1099-G
- Interest and Dividend income statements: 1099s
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Note: This short list is not a substitute for our tax organizer. It's just a starting point to help you get organized

### Homeowner Data

- Mortgage interest: Form 1098
- Sale or Purchase of your home or other real estate: HUD-1 closing statement
- Real estate taxes paid
- Moving expenses (if moved 50 miles closer to work)

### Expenses

- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits
- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job ( travel, miles driven, phone, uniforms, dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Child care expenses (need name, address, social security number and amount paid to each)
- Medical Savings Accounts / Health Savings Accounts - contributions and withdrawals
- Adoption expenses
- Alimony paid: amount and Social Security Number
- Tax return preparation expenses and fees

### Self-employment Data

- Business income: Forms 1099-MISC and/or own records
- Business-related expenses: a summary of expenses by type (Please bring Payroll tax returns too)

### Miscellaneous Tax Documents

- Federal and state income tax paid for current year: cancelled checks and other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable



## The Short List

Things we need to see ... to complete your tax return

- ☐ All W-2 forms
- ☐ All 1099 forms, including those from
  - Banks - Credit Unions - Stock Brokerages - Social Security - Miscellaneous Income
- ☐ K-1 forms from any partnerships / S-Corps
- ☐ Any correspondence from any tax authority
- ☐ Brokerage statements if there were any stocks sold
- ☐ Escrow statements (HUD-1) for any real estate purchase, sale or refinance
- ☐ All 1098 forms
- ☐ Social Security card for any new dependents
- ☐ Form 8332 for any non-custodial dependent claimed

Things to Do ... to ensure minimum taxes

- ☐ Get all your paperwork in one place
- ☐ Review this organizer... do a once over to get a feeling for the things that could save taxes.
- ☐ Review last year's return. What has changed?
- ☐ Look over your checkbook and credit card statements for deductions – summarize deductions on a pad of paper noting date, amount, source (checks or credit cards)
- ☐ Work through the organizer – complete as much of it as you can.

## Important note about the IRS

The IRS has vastly expanded its audit programs as it has been directed by Congress to “close” the tax gap. As a result, more audits and spot checks are to be expected. Protect yourself: keep good records, and keep them for at least 6 years. Never ignore correspondence from tax authorities, but always be skeptical. The IRS has an annoying tendency to arbitrarily bill for taxes and penalties without first checking the facts.

## Important New Tax Law Changes

As the result of the implementation of new law (IRS Sec 6694), tax preparers are now required to have a completed work-paper set, including a completed tax organizer, in order to prepare a tax return. You can save time and money by spending a little time working through the tax organizer. If a section does not apply, just cross it out.

## Relax

It's true: now, more than ever, it is vital to have the assistance of a qualified tax professional. Rest assured that you have a dedicated, well-trained, seasoned tax team helping you! Your data security and confidentiality are a prime concern at our firm. We operate in a high security, highly confidential environment. All data is locked down when not in use. We guard your confidentiality and privacy as if the data were our own.



The Preliminaries...

Your Name

SS#

Birthday

Occupation

Your email

Your Spouse's Name

SS#

Birthday

Occupation

Spouse's Email

Current address (to be used on tax return)

City, St Zip

Home phone

Work/cell phone

Spouse's phone

Filing Status:

- ☐ **Single** If you were unmarried or divorced at the end of the year and don't qualify for head of household status.
- ☐ **Married Filing Jointly** Note: If your spouse died during the year, you may still file a joint return with that spouse for the year of death.
- ☐ **Married Filing Separately** A married couple may elect to file their returns separately. The IRS disallows many deductions under this filing status, and when one spouse itemizes, the other must itemize also.
- ☐ **Head of Household** If you were unmarried, and you paid more than half the cost of maintaining a home for you and a qualifying person (relative) who lived with you more than half of the year. You may qualify if you paid more than half the cost of keeping up a parent's home, even if that parent did not live with you, but you must also be able to claim an exemption for your parent in order to qualify.
- ☐ **Qualifying Widower** If your spouse died during this year or last, you have a dependent child living with you, and have not remarried.

Dependents: (Please see guidelines for dependents below.)

Name as it appears on SS Card	Birthday	SS #	Relation	Months in home	Daycare Costs	Full Time Student	Income Earned

Are any of your dependents listed above permanently disabled? Y/N If yes, which dependent? \_\_\_\_\_

Are any of your dependents listed above 19 or older during last year and not a full-time student for at least 5 months? Y/N If yes, which dependent? \_\_\_\_\_

If yes to above, what is that individual's gross income for last year? \_\_\_\_\_

Guidelines for Dependents

- To qualify as a dependent, that person must be:
1. Unmarried, or if married, does not file a joint return

2. A US Citizen, resident alien, or national, or a resident of Canada or Mexico

3. Either a qualifying child or a qualifying relative(see chart)

Qualifying Relative

Must not be the taxpayer or anyone else's qualifying child  
Either have lived with the taxpayer all year OR be related to the taxpayer  
Have gross income less than \$3,900  
Provide less than half of own support

Qualifying Child

Taxpayer's child, stepchild, eligible foster child, brother, sister, stepbrother, descendant  
Either under 19, a full-time student under 24, or any age if totally disabled  
Lived with the taxpayer more than half the year  
They provide less than half their own support  
Not be a claimed qualifying child of another taxpayer

NOTE: The law now requires divorced parents claiming non-custodial dependents to have form 8332



## Dependent & Child Care Expenses

For dependents under age 14, or if dependent or spouse is physically or mentally incapable of caring for themselves.

Name of provider	Address	Tax ID #	Amount Paid

➔ Are you enrolled in your employer's Cafeteria Plan? Usually it's the best way to handle child care costs.

**Please review the following questions.** (they ensure we don't miss something important)

Check if yes

<input type="checkbox"/>	Change in marital status during the year? Explain:
<input type="checkbox"/>	Did you/spouse change names last year (re-marriage or divorce)? Bring a copy of new social security card
<input type="checkbox"/>	Change in your residence during the year?
<input type="checkbox"/>	Any past due child support, student loans, etc which may be taken from your refund?
<input type="checkbox"/>	Did taxpayer and spouse live apart for the entire last 6 months of the year or longer?
<input type="checkbox"/>	Legally blind or disabled? How about spouse?
<input type="checkbox"/>	Either you or your spouse reach or will reach age 70 1/2 this year or the next?
<input type="checkbox"/>	Can anyone claim you as a dependent ?
<input type="checkbox"/>	Any changes in dependents from prior years? Explain:
<input type="checkbox"/>	Any children under age 19 or college students under 24 with investment income over \$2,000?
<input type="checkbox"/>	Did you maintain a home for someone not claimed as a dependent?
<input type="checkbox"/>	Did you start or dispose of a business during the year?
<input type="checkbox"/>	Did you incorporate, or form a LLC during the year?
<input type="checkbox"/>	Are there separate business returns that need to be completed?
<input type="checkbox"/>	Any new K-1, new LLC, S Corp, investments, etc?
<input type="checkbox"/>	Did you inherit assets last year?
<input type="checkbox"/>	Any foreign income or did you pay any foreign taxes? (other than from US mutual funds)
<input type="checkbox"/>	Foreign bank account, investment account, trust or retirement plan?
<input type="checkbox"/>	Signing rights, ownership or beneficial interest in a foreign account?
<input type="checkbox"/>	Foreign retirement income or other foreign income sources?
<input type="checkbox"/>	Employer-provided educational assistance or educational benefits for you or dependent ?
<input type="checkbox"/>	Damage award for personal injury, sickness, or discrimination?
<input type="checkbox"/>	Unreimbursed casualty or theft greater than 10% of your income?
<input type="checkbox"/>	Were you issued a Identity Protection PIN from the IRS?
<input type="checkbox"/>	Did you work out of town during the year?
<input type="checkbox"/>	Have you started or finalized an adoption or incurred adoption expenses?
<input type="checkbox"/>	Gifts of more than \$14,000 to any individual?
<input type="checkbox"/>	Any bartering transactions?
<input type="checkbox"/>	Did you have a foreclosure, short sale, or forgiven loan in the last three years?
<input type="checkbox"/>	Letters, audit or tax notices from the federal, state, or local authorities? Please provide.
<input type="checkbox"/>	Discover an error in a prior return or find out a prior return needs to be amended?
<input type="checkbox"/>	Did you pay a household employee over \$ 1800?
<input type="checkbox"/>	Do you expect significant changes in income, expenses, or dependents for next year?
<input type="checkbox"/>	Do you need a return prepared for your dependents?
<input type="checkbox"/>	Did you file bankruptcy or are planning to soon?
<input type="checkbox"/>	Did you have debt forgiven, a short sale, or foreclosure?
<input type="checkbox"/>	Legal issues or a lawsuit going on?
<input type="checkbox"/>	Are there other matters we need to be aware of? If yes, explain
<input type="checkbox"/>	None of these applied to me, except those which I have checked.



## ACA – Obamacare

This year the Affordable Care Act (aka “Obamacare”) affects most people’s tax returns. For individuals, there are two aspects: the penalty for not having health insurance for yourself, spouse and dependents, and a possible credit, and depending upon what insurance you have and your household income. For businesses, there is a possible credit, and a penalty for certain reimbursement plans.

### Responsibility Penalty ( for not having coverage)

Were you, your spouse and dependents (if any) covered by health insurance for the period 4/1 – 12/31? ☐ Yes

If yes, proceed to the section “Health Care Credit” - otherwise:

If no, then do you qualify for an exemption from health care coverage:

- |  |   |
|--|---|
| <input type="checkbox"/> On Medicare or Medicaid   | <input type="checkbox"/> Member of health care sharing ministry   |
| <input type="checkbox"/> Member of Federally recognized Indian tribe   | <input type="checkbox"/> Tricare                                  |
| <input type="checkbox"/> Member of a religion recognized exempt from SS  | <input type="checkbox"/> Out of the country for at least 330 days |
| <input type="checkbox"/> Eligible for a hardship exemption   |   |
| <input type="checkbox"/> Became homeless   | <input type="checkbox"/> Facing eviction / foreclosure            |
| <input type="checkbox"/> Received utility shut off notice  | <input type="checkbox"/> Experienced domestic violence            |
| <input type="checkbox"/> Recent death of close family  | <input type="checkbox"/> Fire, flood or other disaster            |
| <input type="checkbox"/> Bankruptcy in last 6 months   | <input type="checkbox"/> Substantial debt for medical expenses    |
| <input type="checkbox"/> Unexpected increase in essential expenses due to caring for ill, disabled or aged family member |   |

To get these exemptions, you must contact the Marketplace/ Exchange and apply for an exemption certificate. This should be done As Soon As Possible – since serious delays are expected. You must have the exemption certificate number before we can file a return!

### Health Care Credit

Did you purchase your insurance from the Marketplace / Exchange? ☐ Yes

If no, you are not qualified for a health care credit.

Did you receive a form 1095-A ..... ☐ Yes

If no, you cannot claim a credit unless you have one.

Be sure to bring the form 1095-A to your tax appointment.

### For Businesses ( Including a Schedule C “self employed” business, corporations, and partnerships )

Did your business purchase health insurance through the “SHOP” marketplace, and pay at least 50% of the premiums for your employees’ coverage? ☐ Yes

If yes, you may be entitled to a credit.

Did your business issue more than 1 W-2 form? ..... ☐ Yes

If so, did the business pay for or reimburse employee’s individual health insurance policies? ☐ Yes

( this includes you, if a corporation)



Adjustments to Income (Deductions)

- [ ] Educator expenses (for teachers – supplies, etc. ) \_\_\_\_\_
- [ ] Student loan interest paid \_\_\_\_\_
- [ ] Alimony paid (NOT child support): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_  
Paid to SS # Amount
- [ ] Penalty for early withdrawal of savings from savings accounts and C.D.s. \_\_\_\_\_

Deductions for Moving Expenses

If you moved at least 50 miles closer to work, you can deduct some of your moving expenses. If your employer reimbursed some or all of your expenses, we need to see the paperwork. Date of move..... \_\_\_\_\_

Miles from old home to new work place: \_\_\_\_\_ Miles from old home to old work place: \_\_\_\_\_

Miles driven in move:\_\_\_\_\_ Unreimbursed expenses ( movers, packing, storage, lodging etc) \_\_\_\_\_

Health Savings Account ( HSA & MSA, but not a Employer Flex Spending Account)

These plans use a high deductible health insurance policy, coupled with an IRA-like savings account. They allow you to make tax deductible contributions to the savings account which can be used to pay for qualified medical expenses tax free. Did you make a contribution to one? Bring details!

Type of Plan: [ ] Family Plan [ ] Individual Plan Paid by → Employer You

Amount you paid for High Deductible Insurance: \_\_\_\_\_

Contributions to HSA Savings Account: \_\_\_\_\_

Disbursed from HSA: Qualified Medical Expenses: \_\_\_\_\_ Other (non-qualified) \_\_\_\_\_

Be sure to keep receipts for any qualified medical expenses paid from a HSA: IRS is auditing these.

Self Employed Health Insurance

This applies to those who own their own business (sole proprietorship, S-Corp, LLC, etc, other than a C-Corp.)

[ ] Self employed: medical/health insurance premiums paid:\_\_\_\_\_ Includes long term care, dental, other health insurance

[ ] Note that new laws make it mandatory that the premiums be paid or reimbursed by the business

Educational Savings – “529” Plans

A “529” Plan can net a deduction on your state taxes. For Kansas the “Learning Quest” plan is the state plan, but the recent changes allow any qualified plan to be deductible. For Missouri, the “Most” plan is used.

Plan name: \_\_\_\_\_ Total Contributions made: \_\_\_\_\_ Withdrawals:\_\_\_\_\_

Qualifying expenses for withdrawals \_\_\_\_\_ Non-qualifying withdrawals \_\_\_\_\_

\*For Kansas 529 Plan, the following are allowable expenses: tuition, room and board, and books.

Educational Expenses

Did you pay for or incur a loan for college or vocational (post secondary education) costs last year? There are several ways to deduct these costs, or get credits: ( American Opportunity Credit or Lifetime Learning Credit)

	Parents	Student 1	Student 2
Tuition/fees			
Books and supplies			
Expenses paid by parents?	Y/N	Y/N	Y/N



## Itemized Deductions

### Medical Expenses

Don't bother unless the total exceeds 10% of your income ( 7.5% if you or spouse are 65 or older)

Hospital, health facility, nursing help		Sick room supplies, wheelchair, etc.	
Eye glasses, contacts, hearing aids		Prescription drugs	
Mileage to/from doctor, etc.		Home improvements for health	
Ambulance, parking , taxi/ bus		Health Insurance	
Other:		Long Term Care Insurance premiums	

Show the amounts NET of insurance reimbursements and amounts paid by a cafeteria/125 benefits plan

### Taxes Paid

Don't include withholding or estimated taxes here.

Real estate taxes - home(s)		Auto/boat personal property taxes	
Real estate taxes - land, etc		Personal property taxes paid	

**Sales Tax Paid** - If you purchased a vehicle or have other large purchases you may be entitled to this deduction. It is taken in lieu of the State Income taxes paid, so you really have to have extraordinary purchases to qualify.

### Interest Expense

Mortgage interest	Amount	Interest Expense	Amount
First Mortgage		Investment Interest paid	
Home Equity/2 <sup>nd</sup> /other		Points paid-refinancing this year	
Other home interest		Interest paid on partnership buy-in loan	

[ ] **Bring 1098 forms and /or mortgage statements. Bring settlement statement if you refinanced.**

*Consumer interest (credit cards, cars, etc) is not deductible, unless used for business, farm, or rental.*

[ ] Were the combined total loan balances of all your home loans(not home equity) over 1.1 million during the year?

[ ] Were the combined total loan balances of your home equity loans ever over \$100,000 during the year?

[ ] If Yes to either of the above, we will need detailed loan history on all loans from the lenders/banks.

### Charitable Contributions -- Cash and Checks

The law now requires that you have a receipt or cancelled check for all contributions, and for any contribution over \$250, you must have a written statement from the charity. If \$250 or more, a cancelled check is not enough

Charity	Amount	Charity	Amount
Church/Temple/ house of worship			
Payroll deductions (United Way, etc)			

**Non-cash Charity** (If total value is under \$500, the list below is not required) Value, if under \$500 : \_\_\_\_\_

Name of Charity		Name of Charity	
Brief description of the items		Brief description of the items	
Date given		Date given	
Original cost: Value:		Original cost: Value:	

If you have more gifts, use separate sheet. Combine gifts to the same charity. [ ] Detailed list attached

Value at market value, not garage sale value!

### Costs incurred in connection with charitable activities or volunteering:

Name of Charity / description of costs / Miles driven / Amount

### Impairment (disability) work related expenses

Hearing aid batteries, reading glasses, crutches, and other expenses necessary to allow you to work:\_\_\_\_\_



## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

## Tax Preparation Checklist

Please provide the following documentation:

- ☐ All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- ☐ If you are a new client, provide copies of last year's tax returns.
- ☐ The completed Individual Income Tax Organizer. *Note:* If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions — All Taxpayers."
- ☐ Copy of the closing statement if you bought or sold real estate.
- ☐ Mileage figures for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.
- ☐ Detail of estimated tax payments made, if any.
- ☐ Income and deductions categorized on a separate sheet for business or rental activities.
- ☐ List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.
- ☐ Copy of all acknowledgement letters received from charitable organizations for contributions made in 2013.

## Tax Return Preparation

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

## Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions
- Significant change in income or deductions
- Job change
- Marriage
- Attainment of age 59½ or 70½
- Sale or purchase of a business
- Sale or purchase of a residence or other real estate
- Retirement
- Notice from IRS or other revenue department
- Divorce or separation
- Self-employment
- Charitable contributions of property in excess of \$5,000