

BUSINESS TAXPAYERS (1065, 1120, 1120S)

For the preparation of business income tax returns, taxpayers should bring the following documentation:

1. If we did not prepare your prior year tax return, please bring a copy of the return, including a **fixed asset schedule**.
2. If QuickBooks is used in your business, accountant copy or backup copy of your QB file on a flash drive or through our portal. Call us to setup a portal account.
3. Flash drive or backup of excel files used for your business.
4. Copies of checking account statements from bank for the year and the first month of the next year.
5. Copies of business credit card statements for the year and the first month of the next year.
6. Copies of year-end bank statements showing balances on loans for the last month of your tax year.
7. Payroll reports including quarterly payroll reports, copies of W-3 and W-2's for employees, and state payroll filings.
8. List of new asset purchases including date of purchase and amount paid. A separate list of assets sold or disposed of including any proceeds from sale.
9. Copies of any legal documents to start a business, sell a business, add a partner, or other legal correspondence which details any changes. Other documents would include retirement plan documents.
10. Tax notices received from and federal or state governmental agency.
11. Final Payroll report for the year from a payroll company if using one.
12. Any 1099 income statements (1099-C, 1099-K, 1099-misc) received by business.
13. A list of all 1099 forms (1099-misc, 1099-div) sent at the end of the year.
14. List of names, addresses, and social security numbers of all partners or owners of the business to verify changes.

If you want to send this information electronically, please use our **“Client DropBox”** or **“Client Portal”** on our website. **For your security as well as ours, please DO NOT directly email any financial documents to us.**

FOR INDIVIDUAL TAX PREPARATION

For the preparation of individual tax returns, taxpayers should bring the following:

1. If we did not prepare your prior year tax return, please bring a copy of the return.
2. Tax Organizer: Every year we provide our clients with a tax organizer. The organizer includes a questionnaire designed to bring out all of the information we need to optimize your specific tax situation, as well as a comprehensive list of all of the tax documents we use in tax preparation. In addition, there is an engagement letter included in the package, which needs to be signed and returned to our office. As every client has a unique tax situation, we also encourage you to send us a note about anything else that you believe will be relevant to your taxes.
3. Tax Documents: The following list is not intended to be all-inclusive:
 - a. W-2 Forms
 - b. Form 1099's from banks and investments
 - c. Other 1099's from self-employment income and other sources
 - d. Sales and purchase documents for real estate (HUD Statement)
 - e. Brokerage statements (year-end statement or 1099)
 - f. Social Security annual statement (Form SSA-1099)
 - g. Form K-1 for individuals that have interests in pass-through entities such as partnerships, S Corporations, trusts or estates
 - h. Statements reflecting taxes paid on real estate or personal property
 - i. Annual mortgage interest statement (Form 1098)
 - j. Contribution confirmations for charitable contributions to include detailed information about noncash contributions, i.e., date, organization, and list of items donated
 - k. College expense information
 - i. Student's year in college, i.e., freshman, sophomore, etc., and if the student is a full-time student
 - ii. Actual tuition and fee expenses paid, as well as Form 1098-T if provided by college
 - iii. Computer purchase cost if applicable
 - iv. Book expenses
 - v. Room and board
 - vi. 1099-Q forms from prepaid college plan distributions
 - l. For owners of rental real estate, please provide information regarding the real estate taxes paid for the year, interest from loans, total income received, and other costs associated with the property

- m. Any new purchasers or sellers of rental property should also include the HUD statement for costs associated with the property at the closing
 - n. Form 1099-G for gambling winnings, as well as providing information regarding gambling losses incurred
 - o. State tax refund cards or letters usually sent if you had a refund the prior year
 - p. Student loan interest statements for interest paid during tax year
4. Estimated tax payment information to include dates and amounts for federal and state estimates.
5. Basis information: The need for this information arises when an investment is sold during the year and the brokerage statement or sales statement does not provide the original purchase date and cost. If you have sold investments and your broker has not provided a "cost" or "basis" statement, please request that information or look through your records to find statements that will provide those answers to us.
6. Other Important Information:
- a. Any information on contributions or distributions to or from a self-employed pension plan
 - b. Any information on contributions or distributions to or from an educational 529 plan for children
 - c. Any information on contributions and distributions to or from IRA's or other retirement plans
 - d. Any changes in dependents to include:
 - i. Complete names, date of birth, and social security number for new additions to the family
 - ii. Information about prior year dependents who will not be dependents in the current year
 - iii. Information regarding elderly parents for whom you provide more than half of the support
 - e. Child care information for clients who use daycare services where both spouses work. Information should include name and address of provider, as well as tax ID number
 - f. Information concerning the purchase of a hybrid or other type of alternative fuel vehicle that may allow a tax credit
 - g. Any letters you received from the IRS or State tax departments
 - h. List of cost and type of energy efficient home improvements that may be eligible for tax credit
7. Less Common Information:
- a. A copy of award documentation in the case you have received proceeds from a lawsuit to determine tax implications

- b. Any transactions concerning conversion or distributions from retirement plans of any kind
- c. Legal documents
 - i. Divorce or separation agreements
 - ii. Death Certificate for death of spouse
 - iii. Documents relating to any new trust or business entities
 - iv. IRS Section 1031 exchange documentation (like-kind exchange), including but not limited to name and contact information of qualified intermediary and HUD statements

Note: Providing the original documents and not copies is important because occasionally additional information is included on the reverse side of the document