

TAX CHECKLIST

Please check those items that you have, indicate those that don't apply (NA), circle yes or no, and answer questions.

- | | | | | | |
|----|---|--------|---------------|--------|-------|
| 1 | Estimated Tax Payments - please bring cancelled checks or payment date and amount | | | | _____ |
| 2 | Signed Engagement Letter | | | | _____ |
| 3 | If we provided you with a Tax Organizer, complete to the best of your ability | | | | _____ |
| 4 | W-2s - Wage and Withholding Statements | | | | _____ |
| 5 | 1099's - Non-Employee Compensation, Interest, Dividends | | | | _____ |
| 6 | K-1s & all documentation received from Partnerships, "S" Corps, and/or Trusts & Estates for 2017 | | | | _____ |
| 7 | 1099-R - Pension. First year pension & annuities should bring letters from Trustees showing tax treatment and contributions | | | | _____ |
| 8 | Please Provide total of IRA Contributions for 2017 | | | | _____ |
| 9 | 1099-B - Proceeds from Sale of Stock | | | | _____ |
| 10 | Date purchased and your cost of stock sold-to the best of your ability | | | | _____ |
| 11 | Escrow Statements on all Land Transactions including Purchases, Sales & Refinancing that occurred during 2017 | | | | _____ |
| 12 | Copy of documents for automobiles purchased in 2017 | | | | _____ |
| 13 | Information on Purchase Date and Original Cost plus Improvements on Property Sold | | | | _____ |
| 14 | Did you take advantage of a tax credit related to the purchase of a home in 2008, 2009 or 2010? | | | yes no | _____ |
| 15 | Copies of any Divorce Decrees and/or Property Settlement Agreements | | | | _____ |
| 16 | Police Reports & Insurance claims for all Casualty and/or Theft Losses | | | | _____ |
| 17 | Information on Basis or Cost of Items Stolen or Damaged and Date Acquired | | | | _____ |
| 18 | NEW CLIENTS - bring copies of last two years' tax returns-three if possible | | | | _____ |
| 19 | Written list of questions you would like addressed | | | | _____ |
| 20 | Proof of any Charitable donations - See reverse | | | yes no | _____ |
| 21 | Documentation of Travel & Entertainment expenses - See reverse | | | yes no | _____ |
| 22 | Provide 1098-T, If you paid tuition and want to claim a tax credit. Please indicate if the student has had any felony drug convictions. | | | yes no | _____ |
| 23 | If applicable, would you like information for payment of your Federal Tax Liability with your credit card? | | | yes no | _____ |
| 24 | If applicable, would you like Direct Deposit for your Federal & State Tax Refund? (attach voided check) | | | yes no | _____ |
| 25 | Or if you had direct deposit last year, has your bank account information changed? (If yes, Attach voided check) | | | yes no | _____ |
| 26 | Have you named and/or updated beneficiary designation forms for retirement and insurance plans recently? (Even if your life situation has not changed, the situation of your financial institution may have.) | | | yes no | _____ |
| 27 | Do you have a will? | Yes No | Last Updated? | | _____ |
| 28 | Do you have a Living Trust? | Yes No | Last Updated? | | _____ |

Charitable Contributions Made During This Year

Contributions to Political Groups or Candidates for Public Office are NOT deductible.

General Rules for 'Cash' Contributions under \$250. For any charitable donation in the form of cash, check or other monetary gift, no deduction is allowed unless the donor substantiates the deduction with a bank record or a written communication from the recipient showing the name of the charitable recipient organization, the date of the contribution and the amount of the contribution.

Cash Contributions of \$250 or More. For all **individual donations** of \$250 or more, a contemporaneous written acknowledgement from the donee is required for the contribution to be deductible. Personal bank registers, diaries, notes or just cancelled checks are no longer acceptable.

All **Non-Cash** property donation items must be in **good used condition or better**.

Non-Cash Charitable Contributions of less than \$250. For a deduction to be allowed, the donor must maintain a receipt for each contribution from the charity showing the name and address of the charitable organization, date of contribution and description of the contributed property.

Non-Cash Charitable Contributions of Between \$250 and \$500. The donor must substantiate the contribution with a contemporaneous written acknowledgement from the charity for the deduction to be allowed.

Non-Cash Charitable Contributions of \$500 to \$5,000. For a deduction to be allowed, donor must have contemporaneous written acknowledgement from the donee organization and must provide the following information:

- Name and address of the donee
- Date of the contribution
- Description of donated property
- Fair market value of donated property
- Cost or basis of donated property
- Date and manner of acquisition of donated property

Non-Cash Charitable Contributions of \$5,000 or more require an appraisal. Special rules apply. Contact our office before donation for details.

Contribution of Vehicles has MANY requirements. Call our office for details.

Travel, Entertainment, Gift and Vehicle Expenses

Travel expenses (including meals and lodging), entertainment, gifts and vehicle expenses or mileage are not allowed to be deducted unless the expense is substantiated by adequate records or by sufficient evidence corroborating your own statements. In addition, the regulations require you to maintain documentary evidence, such as receipts, paid bills, etc., for 1) any lodging expenditure, and 2) any other expenditure of \$75 or more.

For business travel, the documentation should include the amount, date, place, and business purpose of the travel.

For business entertainment expenses, the documentation should include the amount, date, place and business purpose of the entertainment as well as the business relationship of the person or persons entertained.

For business gifts, the documentation should include the amount, date, description of gift, business purpose of gift, and business relationship of recipient of the gift.

For vehicle expenses, the taxpayer must be prepared to substantiate auto deductions with adequate records including 1) the amount of each expenditure for the vehicle, 2) the total mileage on the vehicle each year and a breakdown of the business, personal and commuting miles and 3) the date of each expense or use and the business or investment reason for each expense or use of the vehicle.