THOMPSON
Tax Associates, Inc.
Accountants Who Care!

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<u>Checklist – What to Provide for the Preparation of your Income Tax Returns</u>

1) W-2's for employment and or 1099-R's from retirement and sheltered accounts (pension, IRA, Roth IRA, annuity)
2) Record of Other Income (1099 types)
   - Interest from savings accounts, money market accounts, bonds, etc. (1099-INT)
   - Stock and Brokerage accounts and Mutual Funds, etc. (1099-DIV/1099-B)
   - Non-Employee Compensation (1099-MISC)
3) Copy of the brokers statements advises for the purchase and sale of stocks, bonds and mutual funds, or statements showing the transactions
4) Purchase and/or Sale of Residence
   - Closing papers from the purchase and sale of the old residence (HUD-1/ALTA closing disclosure)
   - Closing papers from the purchase of the new residence (HUD-1/ALTA closing disclosure)
   - Copy of the tax return showing the purchase of the old residence
   - Listing of improvements to old residence
5) Rental Property Income and Expenses
6) Schedule K-1 from – Partnerships, S-Corporations, Estates or Trusts
7) Form 1099-SSA for Social Security Benefits received and similar benefits from other countries.
8) IRA Contributions – Traditional or Roth
9) Itemized Deductions –
   - Medical Expenses – Summaries of out of pocket costs
   - Real Estate Taxes – statement from the county where property is located
   - Interest on Residential Mortgages – 1st, 2nd, Home Equity, etc.
   - Closing papers on Refinancing Home Mortgage (HUD-1/ALTA closing disclosure)
   - Interest on Investment Loans
   - Contributions – Summaries of donations by Cash, Checks & Credit Cards
   - Contributions of non-cash items – including description, date and Name & Address of recipient organization
   - Casualty Losses
10) Child Care Expenses – including name, address and SSN of provider(s)

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11) Higher Education Expenses and Loan Interest on Education Loans – including Form 1098T and 1099Q for distributions from educational plans. Note Forms 1098T may not include all appropriate expenses.

12) Documentation of Federal and State Estimated Income Tax Payments made – including date, method and amount to each agency.

13) Copy of last two years Federal and State Tax Returns, unless we prepared them

14) Any Divorce/Child Support agreements still in effect