

# Tax Appointment Checklist

Please review the detailed list of items, be sure to send all important documents to us prior to completing your tax return.

Call (202) 599-4442 today to schedule an appointment.

## SMALL BUSINESS TAX CHECKLIST

### Income

- Gross receipts from sales or services
- Sales records (for accrual-based taxpayers)
- Returns and allowances
- Business checking/savings account interest (1099-INT or statement)
- Other income

### Cost of Goods Sold (if applicable)

- Inventory
- Beginning inventory total dollar amount
- Inventory purchases
- Ending inventory total dollar amount
- Items removed for personal purposes
- Materials & Supplies

### Expenses

- Advertising
- Phones (landline, fax or cell phones related to business)
- Computer & internet expenses
- Transportation and travel expenses
  - Local transportation
    - Business trip (mileage) log
    - Contemporaneous log or receipts for public transportation, parking, and tolls
  - Travel away from home
    - Airfare or mileage/actual expense if drove
    - Hotel
    - Meals, tips
    - Taxi, tips
    - Internet connection (hotel, Internet café etc.)
    - Other
- Commissions paid to subcontractors
  - File Form 1099-MISC and 1096 as necessary
- Depreciation
  - Cost and first date of business use of assets
  - Records relating to personal use of assets
  - Sales price and disposition date of any assets sold
- Business insurance
  - Casualty loss insurance
  - Errors and omissions
  - Other



*Singleton Tax Solutions*

# Tax Appointment Checklist

- Interest expense
  - Mortgage interest on building owned by business
  - Business loan interest
  - Investment expense and interest
- Professional fees
  - Lawyers, accountants, and consultants
- Office supplies
  - Pens, paper, staples, and other consumables
- Rent expense
  - Office space rent
  - Business-use vehicle lease expense
  - Other
- Office-in-home
  - Square footage of office space
  - Total square footage of home
  - Hours of use, if operating an in-home daycare
  - Mortgage interest or rent paid
  - Homeowner's or renters' insurance
  - Utilities
  - Cost of home, separate improvements and first date of business use
- Wages paid to employees
  - Form W-2 and W-3
  - Federal and state payroll returns (Form 940, Form 941, etc.)
- Employee benefit expenses
  - Contractors
  - Form 1099-MISC/ Form 1096
- Other Expenses
  - Repairs, maintenance of office facility, etc.
  - Estimated tax payments made
  - Other business-related expenses
- Health Insurance
  - Premiums paid to cover the sole-proprietor and family
  - Premiums paid on behalf of partners and S corporation shareholders
  - Information on spouse's employer provided insurance

## INDIVIDUAL TAXES CHECKLIST

### Personal Information

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number
- Copies of Driver's Licenses
- Copy of last year's tax return
- Bank routing and account numbers (for direct deposit of refund)

### Dependent(s) Information

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Income of other adults in your home

# Tax Appointment Checklist

- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

## Sources of Income

### Employed

- Forms W-2

### Unemployed

- Unemployment, state tax refund (1099-G)

### Self-Employed

- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable
- Record of estimated tax payments made (Form 1040-ES)

## Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)

## Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (1099-SSA, RRB-1099)

## Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040-ES)

## Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalty Income 1099-Misc.
- Any other 1099s received
- Record of alimony paid/received with ex-spouse's name and SSN

## Types of Deductions

- Home Ownership
- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- All other 1098 series forms

# Tax Appointment Checklist

## Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

## Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals

## Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

## Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Wages paid to a baby-sitter  
Don't include expenses paid through a flexible spending account at work

## Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

## K-12 Educator Expenses

- Amounts for classroom expenses (for educators in grades K-12)

## State & Local Taxes

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

## Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

## Federally Declared Disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, cleanup costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if my county has been declared a federal disaster area

## Prior Year Return

- Last year Federal and State Return

