TAX PREPARATION CHECKLIST

GENERAL

1. If you are an existing tax client and anything has changed in your tax status (married, divorced, add dependent, subtract dependent, employment changes, etc) from last year, please let me know.
2. Name, social security number, and birth date for any new dependents.
3. Your return will be electronically filed. For electronic payments and refunds we need info on your checking account... Name of Bank _________________, Routing number ____________, Account number _______________, and if you owe money Electronic Payment Date ____/____/2012. We suggest 4/1/2012. If we prepared your tax return last year and have this information already, just let us know that your account information has not changed.
4. If you are a new tax client, please bring last three years tax returns.
5. Find out who collects your local income tax and provide any forms for preparation of your local income tax return/s.

EARNED, INVESTMENT INCOME, AND OTHER (Except Schedule C Sole Proprietor income)

1. Copies of all W2s, 1099s (interest, dividends, Royalties, College Savings Plan, MSA, IRA or retirement plans), and K1s (Estates, S Corp, Trusts, and Partnerships). Be sure that you have forms for each job, savings, and investment account.
2. If you received social security, bring SSA 1099 forms.
3. If you sold an investment in the year, please bring the original cost, purchase date, 1099B statement for the sale, and all year end statements for the investment since its purchase.
4. If you have rental property, fill out the following and provide property information (original cost of property minus land, date of purchase, and the federal return of the year the property was purchased).

	Property 1	Property 2	Property 2
Address			
Rental Income			
Advertising			
Mileage (Car Make & Model/Rental Miles/Total All Use Miles)			
Travel Costs			
Cleaning and Maintenance			
Commissions			
Mortgage Insurance			
Other Insurance			
Legal/Professional Fees			
Management Fees			
Mortgage Interest			
Repairs			
Supplies			
Real Estate Taxes			
Utilities			
List Other Expense:			
List Other Expense:			
List Other Expense:			
For Vacation Property, how many days was the property rented and how many days was it used personally?	Personal Days: Rental Days:	Personal Days: Rental Days:	Personal Days: Rental Days:

5. Amount of any state or local refunds received last year.
6. If you were paid Unemployment Compensation, please provide tax document.
7. If you bought or sold your home in the year, provide the original cost (settlement sheet if you still have it), purchase date, costs of all improvements during the years you owned it, and the settlement sheet from the sale of the home.
8. If you received Alimony, please bring the amount you received.
9. If you received any other income (jury duty, executors fees, bank/credit card debt forgiven, etc), please provide details and tax statements.
10. If you moved and changed localities during the year, provide earned income breakdown for each locality.

SELF EMPLOYED SOLE PROPRIETOR INCOME AND EXPENSES

1. Provide gross receipts total.
2. Provide business expense totals by expense category, and a list of capital purchases (including cost of item and date purchased). PLEASE MAKE SURE YOU CATEGORIZE AND ADD YOUR EXPENSES IN EACH CATEGORY. Expense categories may include, but are limited to...

Advertising		Office Supplies		Employee Wages	
Commissions & Fees		Rent or Leases		Telephone	
Contract Labor		Repairs or Maintenance		Postage	
Employee Benefits		Supplies		Dues & Subscriptions	
Insurance		Taxes & Licenses		Bank Fees	
Interest		Meals/Entertainment		Education/Training	
Employee Pensions		Travel Expenses (not meals)		Miscellaneous	
Legal & Professional		Utilities			

3. If you have a dedicated office at home, bring costs for rent, utilities, homeowners insurance, mortgage insurance, association fees, and repairs/maintenance on the whole house and/or the office alone. We will also need the square footage of the space used for the office, as well as the square footage of the entire home.
4. If you use your car for your business, please bring year and make of vehicle, when you placed car in service for business purposes, total mileage figures (business, commuting, and personal, and average daily commute if applicable). For 2011, if please provide separate totals for the first 6 months and also the last 6 months. If you claim actual expenses, please also bring expenses for car insurance, gas, repairs, maintenance, and registration as well as the purchase date and price and all tax returns since its purchase.
5. If your business paid for health insurance for you, please give total amount spent on health insurance premiums.
6. If your business has inventory, provide year end inventory amount, total year inventory purchases less inventory used personally, as well as any labor cost and materials to make inventory if applicable.
7. If you do business in Philadelphia, please provide a breakdown of Philadelphia and non Philadelphia payroll, gross receipts, and business property used as well as your Philadelphia BPT/NPT tax return package.

DEDUCTIONS, TAX PAYMENTS, AND TAX CREDITS

1. Amount and date paid for all federal, state, and local estimated tax payments (exclude penalties) made for the tax year. Also, amount of any state or local tax paid last year for the previous year (including estimated or final return amounts).
2. If you itemize your deductions on Schedule A, bring totals for... medical, prescription, dental, mileage, and eye care expenses (only need expenses if they are over 7.5% of your total income); any deductible mortgage interest and points

(please let us know if you refinanced an existing loan and paid points); mortgage insurance on homes purchased after 2006; state and local income taxes (including amounts paid for previous year, during the year for which you are not filing); real estate taxes; charitable contributions (cash, non-cash, and mileage. Must have receipts from charity for amounts over $250. For under $250, a cancelled check will suffice. Cash donations without receipts are not allowable. For non cash donations, such as goods or securities given to charity, we need a receipt, the name and address of the charity, the date donated, and the items donated); non-reimbursed employee business expenses (please total and itemize by category); safe deposit box; union dues; investment fees, job search costs, tax prep fee. If you purchased and/or sold personal residences during the year, please provide settlement sheet/s.

3. If you use your car for your employer (commuting does not count), please bring year and make of vehicle, when you placed car in service for business purposes, total mileage figures (business, commuting, and personal, and average daily commute if applicable). For 2011, if please provide totals for the first 6 months and also the last 6 months. If you claim actual expenses, please also bring expenses for car insurance, gas, repairs, maintenance, and registration as well as the purchase date and price and all tax returns since its purchase.
4. IRA, ROTH IRA, SEP, or SIMPLE IRA contributions you made for the year and type of IRA. ROTH conversions made for the year. Also total amount of ROTH IRA contributions and conversions you have made over the years.
5. If you moved last year, be prepared to provide dates and income earned (pay stubs with year to date info) at each address. If you moved because of a new job, and your new job is more than 50 miles from your old home, please provide travel and moving costs unless your employer paid for these expenses.
6. If you work and pay child care expenses, bring amount paid and providers name, address, and social security/employer ID number. If you have multiple children, please break down how much was paid for each child. Please note, if only one parent has earned income, no information is needed.
7. Tax documents (1099T) sent to you by institutions for college costs. Please outline break down how much you paid last year (by cash or loan) for cost for last years school or the spring of this year for each child in each of the following categories: 1. tuition/fees, 2. room/board and, 3. Required Books and Fees.
8. If you are a teacher, please provide any out of pocket classroom expenses for which you were not reimbursed.
9. If you paid student loan interest, provide form 1098 E or substitute form which lists interest paid.
10. If you adopted a child last year and your income is under $225,210, please provide a list of itemized expenses which were paid both last year and the year before. Also, let us know if the child was special needs and/or foreign.
11. If you installed energy saving home improvements that qualify (see the following link to determine if your improvement qualifies: http://www.energystar.gov/index.cfm?c=tax_credits.tx_index), please provide receipts.
12. Amount deposited per child into a 529 college savings plan.
13. If you are a minister and have housing allowance, please list all house expenses.
14. If you paid Alimony, please provide the amount paid and the social security number of the person the Alimony was paid to.

PA Use Tax: For PA Residents Only

1. Did you buy any items from an out of state vendor (in person or internet) on which you did not pay PA sales tax?
2. If the answer to #1 is yes, were all your purchases for under $1,000? If yes, please provide from receipts the item purchased, date purchased, and amount of item for each purchase or use a standard amount. If you do not, a standard amount is used for your combined purchases. If you do not have receipts, a standard amount will be used. If your purchases are under $500, we suggest you look for them as your tax will be higher with the standard amount.
3. If the answer to #1 is yes, did you make any purchase of an item for over $1,000? If yes, you MUST provide from receipts the item purchased, date purchased, and amount of item for each purchase or use a standard amount.