

CHECK LIST of items needed for 2017 Tax Return Preparation:

✚ FOR NEW CLIENTS ONLY

Copy of prior year Federal and State Tax Returns.

Birthdates of taxpayer, spouse and children (MM/DD/YYYY).

Any real estate refinance, sale or purchase paperwork (HUD-1) for transactions since 2003.

Did you receive a \$7,500 tax credit for a home purchased in 2008?

List of credits claimed in the past for higher education expenses for each person.

Have you received a federal energy credit for energy efficient building property in 2006 to 2013?

FOR ALL CLIENTS:

Please note: If you want to use the Intuit Link Portal, we can customize a list of items & questionnaires specific to you which may be a more efficient process for you in 2017.

Did you receive a Form 1095-A (Health Insurance Marketplace Statement, 1095-B (Health Coverage Form) or 1095-C (Employer Provided Health Insurance. Most everyone that has insurance will receive one of these forms

Also, just as in 2016; you'll need to tell us whether you and all of your dependents had health care coverage for the entire year. (If not, we will have some additional questions)

- ✚ Form W-2's (Employee Wage & Tax Statement)
- ✚ Settlement sheets (HUD1) for home purchases or refinances in 2017
- ✚ Receipt for any new energy efficient property purchased for primary residence in 2017: plug-in hybrid or all electric cars, ground source heat pumps, solar electric property, solar water heaters, wind energy property, fuel cells, microturbines, etc.) If you're not sure if something qualifies, make sure to bring documentation on the energy rating and a copy of the receipt.
- ✚ Record of Other Income
 - Interest and dividends from savings institutions and brokerages (Forms 1099-INT, 1099-DIV)
 - Stocks/Mutual Funds sales and purchases
 - Pension or IRA distributions (Form 1099-R)
 - Refund of State Taxes (Form 1099-G)
 - Income from Discharge (1099-C)
 - Education Distributions (1099-Q)
 - Gross Receipt from Real Estate Sale (1099-S)
- ✚ Alimony received or paid
- ✚ Gambling income / prize winnings and related expenses
- ✚ Any debt cancellation, debt reduction or foreclosure in 2017? If so, we will need the amounts cancelled or reduced. Banks should send you a Form 1099-A and/or 1099-C.
- ✚ IRA (traditional, Roth or educational), SEP, SIMPLE, Solo 401K and KEOGH contributions
- ✚ Post secondary tuition and student loan interest (for yourself, spouse or children)
- ✚ Rental property income and expenses
- ✚ K-1's (Partnership, S-Corporation, Estates and Trusts)
- ✚ Real Estate Taxes and Personal Property Taxes
- ✚ Medical Expenses (significant and not reimbursed)
- ✚ Interest on residential mortgages (split out interest paid on first & second home and interest paid on investment property (i.e....a third home or vacant land))
- ✚ Private mortgage insurance payments made on qualified mortgage insurance issued in '09 Thru '16

- ✚ Charitable Contributions, cash and noncash (must have receipt or proof of payment)
- ✚ Tax preparation fees paid in 2017
- ✚ Safe deposit box fee
- ✚ Employee business expenses (unreimbursed)
- ✚ Job seeking expenses
- ✚ Job related moving expenses and moving reimbursement documentation
- ✚ Child care expenses and provider information (name, address and social security or federal ID number) and amount paid for each child
- ✚ 2017 tax returns prepared for children under the age of 18 or students under the age of 24
- ✚ (For Virginia Residents Only) Any payments made to the Virginia 529 College Savings Program, the VEST Program, the Prepaid Education Program or College Wealth
- ✚ (For Maryland Residents Only) Any payments made to the Maryland Prepaid College Trust or the Maryland College Investment Plan
- ✚ Estimated Tax Payments made for 2017 taxes (both federal and state) including dates paid
- ✚ Income and expenses from self employment
- ✚ Self Employed health insurance payments
- ✚ Sale of residence
 - Closing papers (HUD1) from sale of old residence
 - Refinance paperwork during period of ownership (if applicable)
 - Any Improvements made to old residence
- ✚ Small business memory jogger (Note: Only for small businesses or unreimbursed employee expenses)
 - Purchases of Equipment (new cell phone, printer, computer)
 - Leased Equipment
 - Rent (home and/or office)
 - Utilities
 - Supplies: Printer Ink, stationary
 - Cell phone
 - Internet Connection
 - Mileage and/or actual auto expenses
 - Subscriptions/Memberships
 - Insurance
 - Advertising
 - Legal fees
 - Licenses
 - Tax prep fees (for prep of business return)
 - Repairs
 - Travel (hotel, tolls, airfare, and parking)
 - Wages/Commissions
 - Long Distance charges
 - 2nd home phone line

Don't delay. Schedule your appointment today.

Call us at 540-371-1133 or make your appointment online at
<http://commonwealthbusinessservices.fullslate.com>

If you are one of our Facebook friends, there is a link to our online appointment scheduler as well. Search for Team Commonwealth and become a Facebook friend today!