Clear Advantage Tax & Accounting Solutions, Inc.

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A Helpful Checklist To Prepare for Your Tax Appointment

Your Income:

- Wages on W-2 forms and Form 1095A (Health Insurance Marketplace Statement)
- Interest Income Statements on Form 1099-INT
- Dividends on Form 1099-DIV
- Stock Statements on Form 1099-B
- Stock trades: We will need date purchased and cost, date sold and sale price (could be on a 1099-B). Call us with questions. Sales information in a spreadsheet format will save you money.
- Your State Tax Refund on Form 1099-G.
- Alimony paid or received: Spouse's name and social security number
- Pensions, IRA's, Social Security and/or Railroad Retirement payments on Forms 1099-R, SSA-1099, RRB-1099.
- Other Income Items: Jury Duty, Lottery Winnings, Gambling Winnings, Unemployment?
- Any 1099-MISC. Please refer to Employee Business Expense section.

Information That is Needed:

- Did you buy and/or sell a home? Bring your HUD-1 Settlement Statement.
- Did you make any estimated tax payments? We'll need how much and the dates for any federal and/or state payments.
- For Direct Deposit of your tax refund, we will need a check for us to copy so that we may verify your routing and account information (a deposit slip will not work).
- Any expenses you had installing energy saving devices (solar panels, thermal devices, insulation or windows).
- For your spouse and dependents, we need their name, date of birth, social security number for each.
- If you are eligible for or your dependent is eligible for an earned income credit, tuition credit or child credit, we need a copy of each qualifying child’s social security card and third-party documents that prove residency.
- If you have a dependent child who does not live with you, please call us for a Form 8606.
- Did you take in any flood/hurricane victims during part of the year?
- If you’ve already completed our Tax Return Questionnaire, please provide relative documents for any question you answered YES to.

<u>Your Deductions</u>:

- Do you have any penalties for early withdrawals from a savings account, CD, or annuity?
- Did you contribute to an IRA? If so, please provide your statements.
- Do you have student loan interest (Form 1098-E)?
- Do you have education expenses for dependents or yourself for private grammar or high school?
- Did you pay any college tuition this year (CANNOT take deduction without Form 1098-T)?
- Did you pay tuition fees for college which includes registration, books, and other expenses?
- Military Reservists: do you have any duty related expenses?

  These may include travel, uniforms, supplies, and other items.
- Do you have Child Care Expenses? We need amount paid, caretakers name, address and tax ID number (SSN and/or FEIN number).
- Medical Expense that is net of insurance reimbursement.
  Amounts including but not limited to:
  1. Other than employer provided, premiums paid for health, dental and/or long-term care insurance;
  2. Doctor, Dentist, and Lab Fees paid, even with a credit card;
  3. Prescription drugs and prescribed devices (including appliances, furniture, and HVAC units;
  4. Charges by hospitals, nursing homes, outpatient services, and physical therapy;
  5. Mileage driven to and from medical care and pharmacy.
- Any real estate taxes that you paid. If in Illinois, we need the Property Tax Identification Number.
- Sales tax paid on a car, boat, plane, motor home or other large expenditure.
- Personal property taxes that you may have paid on cars purchased in some states (not Illinois).
- Home mortgage interest during the year (remember if you refinanced or have a 2nd mortgage you will have more than one Form 1098).
- Interest you paid on a second home or timeshare or for a loan for on a motorhome or boat.
- If you refinanced, we need to see your closing statement or HUD.
- Did you contribute to a 501c3 charity and have a cancelled check and/or written letter of acknowledgement from the charity.
- Did you have driving mileage related to charity work?
- For non-cash contributions, please take pictures of donation items and have the name and address of the charity and a description of the items given.
- Did you have volunteer out-of-pocket expenses?

Other Expenses for Deduction:

- Do you have educator/teacher expenses?
- Do you have a Health Savings Account?
- If you had Gambling Winnings, we need to know your gambling losses.

REMEMBER: UNLESS A SPECIFIC FORM IS NOTED,
WE ONLY NEED TOTALS FOR THE ABOVE ITEMS.

WE DO NOT NEED YOUR BOX(S) OF RECEIPTS.