

Tax Appointment Worksheet

Event	Documents or Information Needed	Event	Documents or Information Needed
1	Married, divorced, or separated in 2016	10	Sale of stocks, bonds, etc
	<ul style="list-style-type: none"> • Married - prior year's returns of both spouses • Divorced - finalized date; copy of the divorce decree • Separated - copy of the separate maintenance agreement • Community property income allocation 		<ul style="list-style-type: none"> • Form 1099-B or other sale documents • Basis or original costs
2	Birth or Adoption	11	Purchase of stocks, bonds, etc, personal residence or other real estate
	<ul style="list-style-type: none"> • Social Security cards and adoption papers 		<ul style="list-style-type: none"> • Purchase documents, closing papers
	Adoption Credit	12	Inheritance
	<ul style="list-style-type: none"> • Expenses date and amount, date of adoption, special needs certification 		<ul style="list-style-type: none"> • Will, K-1 from the estate • Basis information
3	Death of Child or Spouse		Gifts made or gifts received
	<ul style="list-style-type: none"> • Date of death 		<ul style="list-style-type: none"> • Cash or property in excess of \$14,000 per person • Description of property given, basis, donee name • Property - basis of donor
4	Additional members of household	13	Trade any property
	<ul style="list-style-type: none"> • Date of occupancy and relationship 		<ul style="list-style-type: none"> • Date of date, property given up and property received, basis and FMV • Qualified intermediary sales agreements or closing papers
5	Job change	14	Start or end a small business (Schedule C, LLS, S or C Corp, partnership)
	<ul style="list-style-type: none"> • Start date • Name of new employer • W-2's from new and old employers 		<ul style="list-style-type: none"> • Formation or termination dates • Property contributions or distributions • K-1's, if available
6	Unemployment		Business income/expenses
	<ul style="list-style-type: none"> • Unemployment Form 		<ul style="list-style-type: none"> • 1099-K's received for use of credit cards • Inventory numbers, if applicable • Mileage information
7	Retirement Contribution	15	Lawsuit settlements
	<ul style="list-style-type: none"> • Type of plan • Amount of contribution 		<ul style="list-style-type: none"> • Date received • Reason for the settlement • 1099-MISC
8	Retirement distributions		
	<ul style="list-style-type: none"> • Form 1099-R • Rollovers • RMD information if 70 1/2 or older 		
9	Social Security benefits		
	<ul style="list-style-type: none"> • Form 1099-SSA 		

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16	Rental Property	<ul style="list-style-type: none"> Income Expenses New property purchased 			Charitable miles (14 cents/mile) <ul style="list-style-type: none"> Total charitable miles driven
17	Prizes	<ul style="list-style-type: none"> Form 1099-MISC Value of prizes not included on form 1099-MISC 			Transfer of IRA to charity <ul style="list-style-type: none"> Brokerage statement showing transfer (1099R)
18	Lottery or gambling winnings	<ul style="list-style-type: none"> Total amount won whether on W-2G or not Total amount of losses 	24	Job-related expenses	<ul style="list-style-type: none"> Meals, lodging, and miscellaneous expense amounts for items related to employment
19	Health insurance; medical, dental, or drug expenses	<ul style="list-style-type: none"> Health insurance premiums Post-tax payments Totals of other medical, dental, and drug expenses. If the health insurance is pre-tax (i.e. cafeteria plan, Sec.125, POP), premiums have already been deducted from wages Health Savings Account (HSA) information 			Business miles (54 cents/mile) <ul style="list-style-type: none"> Total miles driven per vehicle January-December Business miles driven per vehicle January-December
	Medical miles (19 cents per mile)	<ul style="list-style-type: none"> Total medical miles driven January-December 	25	Education expenses	<ul style="list-style-type: none"> Form 1098-T for parent or child (if the child is a student, the form will come to the child) Actual expense record to verify expenses for credit/deduction purposes Financial transcript from school needed to show when actual expenses were paid
	Health Insurance coverage verification	<ul style="list-style-type: none"> Form 1095 A, B or C must be received from the marketplace, the insurance carrier, or your employer for every person included on the tax return 			Student loan interest <ul style="list-style-type: none"> Interest record for student loans Form 1098-E
20	State income taxes; property taxes; sales taxes on vehicles, motorcycles, or homes	<ul style="list-style-type: none"> Prior year's income tax return Property tax bills Closing papers from the purchase on sale of property Letter from the state regarding any change in a prior-filed return 	26	Child or disabled spouse care	<ul style="list-style-type: none"> Name, address, and ID number of the day-care provider Amount paid to the provider (If the provider comes into your home, a W-2 may be required)
21	Refinance a home	<ul style="list-style-type: none"> Closing papers with amount borrowed Form 1098 Description of use of money 	27	Energy credit	<ul style="list-style-type: none"> Information regarding the purchase of solar, geothermal, fuel cell, or small wind energy property business or residence Windows, insulation, and other personal energy upgrades, as well as information regarding the previous use of the credit
22	First-Time Homebuyer credit	<ul style="list-style-type: none"> Credit no longer available 	28	Bankruptcy filing	<ul style="list-style-type: none"> Date filed Bankruptcy papers to show property rejected/returned by court
	Recapture / repayment 2008 credit	<ul style="list-style-type: none"> Sale or change in use Record of amount repaid - Year 7 of 15 	29	Debt forgiveness or abandonment of property	<ul style="list-style-type: none"> Form 1099-A for abandonment Date property was taken by the bank or sold in foreclosure Form 1099-C for cancellation
23	Charitable contributions of money, property, or out-of-pocket expenses	<ul style="list-style-type: none"> Date, amount, and type of contributions Knowledge that receipts from the organizations have been received Statement regarding whether goods and services were received for donation Mileage log for charitable work Form 1098-C for vehicle or boat donation 	30	IRS or state communications	<ul style="list-style-type: none"> Letters, additional taxes paid, changes in prior-year returns, installment agreements, or offers in compromise
			31	Foreign investments or holdings	<ul style="list-style-type: none"> Any foreign accounts? Any greater than \$10,000? Foreign business interests of stock of \$50,000 or more? Signature authority over foreign accounts?