

Tax Appointment Worksheet

| Event | | Documents or Information Needed | Event | | Documents or Information Needed | | |
|-------|---|---|---|---|---|--|--|
| 1 | Married, divorced, or separated in 2017 | <ul style="list-style-type: none"> Married - prior year returns of both spouses Divorced - finalized date; copy of the divorce decree Separated - copy of the separate maintenance agreement Community property income allocation | 9 | Social Security benefits | <ul style="list-style-type: none"> Form 1099-SSA | | |
| | | 2 | Birth or Adoption | <ul style="list-style-type: none"> Social Security cards and adoption papers | 10 | Sale of stocks, bonds, etc | <ul style="list-style-type: none"> Form 1099-B or other sale documents Basis or original costs |
| | | Adoption Credit | <ul style="list-style-type: none"> Expenses date and amount, date of adoption, special needs certification | 11 | Purchase of stocks, bonds, etc, personal residence or other real estate | <ul style="list-style-type: none"> Purchase documents, closing papers | |
| 3 | Child Tax Credit, EIC, HH | <ul style="list-style-type: none"> Proof child lives in the household | 12 | Inheritance | <ul style="list-style-type: none"> Will, K-1 from the estate Basis information | | |
| | | Death of Child or Spouse | | | <ul style="list-style-type: none"> Date of death | <ul style="list-style-type: none"> Cash or property in excess of \$15,000 per person Description of property given, basis, donee name Property - basis of donor | |
| 4 | Additional members of household | <ul style="list-style-type: none"> Date of occupancy and relationship | 13 | Trade of any property (real estate, vehicle, etc.) | <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 | <ul style="list-style-type: none"> Start date Name of new employer W-2's from new and old employers | | | 14 | Start or end a small business (Schedule C, LLS, S or C Corp, partnership) | <ul style="list-style-type: none"> Formation or termination dates Property contributions or distributions K-1's, if available |
| 6 | Unemployment | <ul style="list-style-type: none"> Unemployment Form | 15 | Business income/ expenses | <ul style="list-style-type: none"> 1099-K's received for use of credit cards Inventory numbers, if applicable Mileage information | | |
| 7 | Retirement Contribution | <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 | | | | | |

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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 for employees | <ul style="list-style-type: none"> No longer deductible |
| 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 the wage Health Savings Account (HSA) information | | Business miles (54.5 cents/mile) No longer allowable for employees. Only for business and rentals | <ul style="list-style-type: none"> Total miles driven per vehicle January-December _____ Business miles driven per vehicle January-December _____ |
| | Medical miles (18 cents per mile) | <ul style="list-style-type: none"> Total medical miles driven during the year | 25 | Education expenses | <ul style="list-style-type: none"> Form 1098-T for parents or children 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 showing 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 or sale of property Letter from the state regarding any change on 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 2 may be required. |
| 21 | Home Mortgage Interest | <ul style="list-style-type: none"> Form 1098 Description of use of money Home-equity interest no longer allowed | 27 | Energy credit | <ul style="list-style-type: none"> Information regarding the purchase of solar or small wind energy property business or residence |
| 22 | First-Time Homebuyer credit | <ul style="list-style-type: none"> Distribution from IRA? Yes___ Amt: | 28 | Bankruptcy filing | <ul style="list-style-type: none"> Date filed Bankruptcy papers - 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 9 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 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? Did total exceed \$10,000 at any time during the year? Foreign business interests of stock of \$50,000 or more? Signature authority over foreign accounts? |