

Information Needed to Prepare Personal Income Tax Returns

1. Please bring a copy of last year's tax return if you are a new client for Payroll, Inc.
2. Full Names, birthdates, social security number of dependants that you are claiming on the tax return (Husband/wife, children, siblings, parents, etc.)
3. Complete address, telephone, number, email addresses
4. All W-2s and 1099Misc for the tax year
5. 1099R (Retirement documentation of payments)
6. 1099G (Gambling winnings—bring in proof of losses if you have those as well)
7. 1098 Interest/1098 Dividends/1098 Mortgage Interest
8. 1099A/1099C (Cancellation of Debts)
9. Complete brokerage statements-end of year and all other info showing costs and selling prices (FYI-these documents do not legally have to be mailed until 02/15 of each year)
10. Rental Property—HUD (Housing & Urban Development) statement, especially if you are a new client.
 - a. Real Estate Taxes
 - b. HOA Fees
 - c. Rental Income
 - d. Utilities
 - e. Insurance
 - f. Legal Fees
 - g. Depreciation records
 - h. Furniture & Fixtures purchased in the tax year
 - i. Cleaning & Repairs
 - j. Mileage
11. Real Estate taxes for your primary and/or secondary homes
12. Personal property taxes (vehicle, boat trailers, motorcycles, etc)
13. All K-1s from Partnerships, Corporations and/or Trusts you are invested in
14. Any other income you may have earned and/or received
15. Alimony paid or received
16. College tuitions and/or interest, which individual on tax return that is attending school
17. HSA Contributions and/or deductions
18. Day Care/Child Care expenses (you have to have the complete name, address and social security number or federal identification number of the care givers)
19. Energy Efficient Improvements to your home
20. Medical Expenses
 - a. Health Insurance Premiums
 - b. Long-Term Health Insurance Premiums
 - c. Disability Insurance Premiums
 - d. Prescription costs paid by you (not the insurance company)
 - e. Medical mileage
 - f. Lodging (if you traveled out of town for medical reasons)
 - g. Dental

- h. Optical
 - i. Eye Glasses
 - j. Chiropractic
 - k. Acupuncture
 - l. Nursing Fees
 - m. Contacts and Solutions
 - n. Crutches
21. Charitable contributions (anything over \$250 will need a letter from the organization you contribution the funds to) with name, address, date of gift, description and value of donations, as well as how you determined the value. The IRS suggests that you take pictures of the items donated to proof their condition on date of gift.
- a. Cash receipts
 - b. Cancelled checks
 - c. All letters from organizations
22. Safe deposit box fees
23. Prior year's tax preparation fees
24. Work related expenses for any W-2 earnings (only if you were not reimbursed from your employer for those expenses)
- a. Mileage/Travel expenses
 - b. Uniforms (ONLY IF NOT street wear)
 - c. Tools
 - d. Union Dues
 - e. Continuing Education expenses
 - f. Work related subscriptions/educational material
 - g. Licenses
 - h. Physicals for work
 - i. Job hunting expenses
25. Investment expenses
- a. Tax planning fees
 - b. IRS administrative fees
 - c. Retirement Plan fees
 - d. Brokerage Firm fee
26. Casualty and Theft Losses
27. Estate taxes and trust administrative fees
28. Legal fees for collecting taxable income or for keeping a job