

## TAX APPOINTMENT WORKSHEET

Client Name(s) and Receipt Number: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

	✓	EVENT	DOCUMENTS OR INFORMATION NEEDED
1		Married, divorced, or separated in 2016	Married – prior year return of both spouses Divorced – finalized date; copy of the divorce decree Separated–copy of the separate maintenance agreement Community Property income allocation
2		Birth or adoption	Social Security cards and adoption papers
		Adoption Credit	Expenses date and amount, date of adoption, special needs certification
3		Death of child or spouse	Date of death –
4		Additional members of household	Date of occupancy and relationship–
5		Job change	Start date – Name of new employer – W-2s from new and old employers
6		Unemployment	Unemployment form
7		Retirement contribution	Type of plan – Amount of contribution –
8		Retirement distributions	Form 1099-R; rollovers RMD information if 70 ½ or older
9		Social Security benefits	Form 1099-SSA
10		Sale of stocks, bonds, etc. (including mergers)	Form 1099-B or other sale documents; basis or original costs
11		Purchase of stocks, bonds, etc., personal residence, or other real estate	Purchase documents; closing papers
12		Inheritance	Will; K-1 from the estate, Basis information
		Gifts Made	Cash or property in excess of \$14,000 per person. Description of property given, basis, donee name
		Gifts Received	Property – Basis of donor
13		Trade of any property (real estate, vehicle, etc.)	Date of trade, property given up and property received, basis and FMV; qualified intermediary sales agreements or closing papers
14		Start or end a small business (Schedule C, LLC, S or C Corp, Partnership)	Formation or termination dates; Property contributions or distributions K-1s if applicable
		Business Income/Expenses	1099-Ks received for use of credit cards Inventory numbers if applicable Mileage information
15		Lawsuit settlements	Date received; reason for the settlement; 1099-MISC
16		Rental property	Income; expenses; new property purchased
17		Prizes	Form 1099-MISC; value of prizes not included on Form 1099-MISC
18		Lottery or gambling winnings	Total amount won whether on W-2G or not ; total amount of losses
19		Health insurance, medical, dental, or drug expenses	Health insurance premiums; post-taxed payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-taxed (i.e. cafeteria plan, Sec. 125, POP), premiums have already been deducted from the wage. Health Savings Account (HSA) information.

	Medical miles (19 cents per mile)	Total medical miles driven January-December _____
	Health Insurance Coverage Verification	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.
20	State taxes income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes	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 in a prior filed return
21	Refinance a home	Closing papers with amount borrowed Forms 1098; Description of use of money
22	First-time Homebuyer Credit	Credit no longer available
	Recapture/Repayment 2008 credit	Sale or change in use; record of amount repaid - Year 7 of 15
23	Charitable contributions of money, property, or out-of-pocket expenses	Date and type of contributions, knowledge that receipts from the organizations have been received; statement regarding whether goods and service were received for donation; mileage log for charitable work Form 1098-C for vehicle or boat donations
	Charitable miles (14 cents per mile)	Total charitable miles driven— _____
	Transfer of IRA to charity	Brokerage statement showing transfer 1099-R
24	Job-related expenses	Meals, lodging, and miscellaneous expense amounts for items related to employment
	Business miles (54 cents per mile)	Total miles driven per vehicle, January-December _____ Business miles driven per vehicle— January-December _____
25	Educational expenses	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 purpose. Financial transcript from school needed to show when actual expenses were paid.
	Student loan interest	Interest record for student loans; Form 1098-E
26	Child or disabled spouse care	The name, address, and ID number of the day care provider; the amount paid to the provider; if the provider comes into your home, a W-2 may be required.
27	Energy credit	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.
28	Bankruptcy filing	Date filed— Bankruptcy papers - property rejected/returned by court
29	Debt forgiveness or abandonment of property	Form 1099-A for abandonment Date property was taken by the bank or sold in foreclosure Form 1099-C for cancellation
30	IRS or State Communications	Letters, additional taxes paid, changes in prior year returns, installment agreements or offers in compromise
31	Foreign Investments or Holdings	Any foreign accounts? Any greater than \$10,000? Foreign business interests or stock of \$50,000 or more? Signature authority over foreign accounts?
32	ISO and ESPP	Copy of company plan and instructions