

# db Tax and Accounting

**\*\*\* This is only a guide to assist you in gathering your tax documents and it is not all inclusive. Using this guide will expedite the completion to your tax return, help avoid missing important deductions and save you money. \*\*\***

## IMPORTANT

- ☐ **NEW CLIENTS ONLY** - Bring your last two to three years income tax returns and tax documents.
- ☐ **Non-custodial parent** must have a signed form 8332 in order to claim exemption for any child that does not live with you.
- ☐ If you had an Identity Theft PIN assigned to you by the IRS, bring confirmation letter with PIN number on it.
- ☐ Bring copies of your, and if applicable your spouse's, current driver's license with you.
- ☐ **New dependents** (We will need names, birthdays, relationship and social security card or number)
- ☐ For direct deposit of refunds bring bank routing number and account number (Or voided check)
- ☐ Uncertain if item is taxable or deductible (Bring the information with you to your appointment)

## INCOME DOCUMENTS

- ☐ **Forms W-2** (Wage statements) Bring all copies
- ☐ **Last pay stub(s) for the current tax year** (Pay stub generally has breakdown of pre-tax deductions, union dues and other)
- ☐ **Forms 1099 INT** (Interest income) Amounts may be on last bank statement for year or 1st bank statement of new year
- ☐ **Forms 1099 DIV** (Dividend income)
- ☐ **Forms 1099 G** (State income tax refunds)
- ☐ **Forms 1099 B** (For sale of investments) If you sold investments bring basis calculation or all statements relating to the purchase and sale of investment. **CALL US OR SEE WEBSITE FOR WORKSHEET**
- ☐ **Forms 1099 C** (For cancellation of debt) **CALL US OR SEE WEBSITE FOR WORKSHEET**
- ☐ **Forms 1099 R or W-2 P** (Pension income)
- ☐ **Forms SSA 1099** (Social security benefits)
- ☐ **Forms W-2 G** (Gambling income)
- ☐ **Forms 1099 MISC** (Self-employment income and commissions)
- ☐ **Forms K-1** (Income from partnerships, S-Corporations, estates, joint ventures and trusts)
- ☐ **Rental income** (Listing/summary of Rents collected and expenses paid) **CALL US OR SEE WEBSITE FOR WORKSHEET**
- ☐ **Business income** (Listing/summary of income received and expenses paid) **CALL US FOR OR SEE WEBSITE FOR WORKSHEET**
- ☐ **If you sold a house we will need the following information:**
  - A. Closing statements (From the original purchase **and** sale of the old house you sold; and for the new house you purchased)
  - B. List of improvements with cost(s) and dates for the old home that was sold
- ☐ **Alimony received**
- ☐ **Jury duty pay**
- ☐ **Unreported tips**
- ☐ **Other income** (Unemployment, prizes, awards, settlements, 529 withdrawals, HSA withdrawals, etc.)

## DEDUCTIONS FROM ADJUSTED GROSS INCOME

- ☐ **Educator expenses**
- ☐ **IRA contributions** - Bring statements (IRA contributions made and IRA balances)
- ☐ **Forms 5498 SA and 1099 SA** - (For contributions and withdrawals from health savings accounts)
- ☐ **Forms 1098 E** (Student loan interest paid)
- ☐ **Moving expenses** (Relocation relating to work - must move 50 miles or more closer to work)
- ☐ **Alimony paid and recipient's social security number** (This does not include child support payments)

## CREDITS

- ☐ **Form 1098 T** (Bring detailed statement and receipts for tuition, fees, books and necessary supplies) (IRS Publication 970)
- ☐ **Energy credit** (Solar, wind and geothermal) (See instructions to IRS Form 5695)
- ☐ **Child care credit** - (Must have providers SSN or FEIN, address and amount paid) (IRS Publication 503)
- ☐ **Adoption credit** (See instructions to IRS Form 8839)
- ☐ **Alternative motor vehicle credit** (You should receive documentation from car dealer at time of purchase - bring papers with you)
- ☐ **Earned income credit** - (Documentation of dependent's residency - medical records, school records, landlord statement, etc.)



## ITEMIZED DEDUCTIONS

- ☐ **Medical expenses paid that were not reimbursed by insurance or employer** (IRS Publication 17 & 502)
  - A. Doctors & hospital
  - B. Dental (Annual check-up, dentures, braces, cleanings & other)
  - C. Prescriptions (Many pharmacies will provide you with a listing of your purchases upon request)
  - D. Insurance (Health, medicare & long-term care)
  - E. Eye care (Glasses, contacts, exams and surgery to promote the correct function of the eye)
  - F. Bandages, incontinence supplies, catheters, etc.
  - G. Capital expenses for equipment or improvements to your home needed for medical care
  - H. Lead-based paint removal
  - I. Pregnancy test kit
  - J. Special education for mentally or physically disabled persons
  - K. Stop smoking programs
  - L. Transportation and lodging for needed medical care
  - M. Total medical miles driven (IRS requires written documentation)
- ☐ **Taxes paid** (IRS Publication 17)
  - A. Estimated taxes paid (List by date paid or bring cancelled checks)
  - B. Real estate taxes
  - C. Excise tax (Auto, motorcycle, RV, boat & trailer excise taxes) (Bring copies of vehicle registrations)
  - D. Personal property taxes
  - E. Sales tax (On large purchases; cars, building materials, appliances, etc.)
- ☐ **Interest paid** (IRS Publication 17)
  - A. Mortgage interest on principal residence
  - B. Mortgage interest on second residence
  - C. Seller financed mortgage interest (Must have payee's name, address and social security number)
  - D. Investment interest expense
- ☐ **Charitable contributions** (Deductible only if you make them to a qualified organization) (IRS Publication 526)
  - A. Cash/check (Bring listing or receipts - IRS requires receipt for all donations)
  - B. Non-Cash (Bring listing of items donated and; name and address of qualified organization where donation was made)
  - C. Total charitable miles driven
- ☐ **Casualty losses - Fire, flood, theft, etc.** (IRS Publications 547 and 584) (Losses attributable to a federally declared disaster)
- ☐ **Miscellaneous deductions (other)** (IRS Publication 529)
  - A. Gambling losses (Only deductible to extent of gambling income)
  - B. Casualty and theft losses of income producing property from Form 4684 or Form 4797
  - C. Loss from other activities from Schedule K-1
  - D. Amortizable bond premium
  - E. Ordinary loss attributable to a contingent payment debt instrument or an inflation-indexed debt instrument
  - F. Repayment of amounts under a claim of right if over \$3,000 (IRS Publication 525)
  - G. Certain unrecovered investment in a pension
  - H. Impairment-related work expenses of a disabled person

## ILLINOIS (www.revenue.state.il.us/)

- ☐ **Real estate taxes paid** (Illinois now requires your property index number and city code) (Bring your tax bill with property/key number)
- ☐ **K-12 Education expense credit** (You must attach the receipt you received from your student's school)
- ☐ **Illinois Bright Start 529 contributions** (Must bring statement with account number and contributions made)

## INDIANA (www.in.gov/dor)

- ☐ **Rent paid** (Landlord's name & address required)
- ☐ **Real estate taxes paid** (Even if you do not itemize)
- ☐ **Indiana College Choice 529 contributions** (Must bring statement with account number and contribution date)

## INSURANCE

- ☐ **Form 1095-A** (Health Insurance Marketplace Statement)
- ☐ **Other information to verify health insurance coverage** (Copies of health insurance bills, health insurance cards, etc)

## OTHER

- ☐ **Bring copies of drivers' licenses for both taxpayer and spouse if applicable**
- ☐ **Bring copies of documents to show support of all dependents claimed - especially children.**
- ☐ **Review prior year's tax return to make sure you have all documents.**