

Items Needed To Prepare an Individual Tax Return

The following is a list of the common items we will need in order to complete your personal tax return. If you have any questions please give our office a call. (Please bring this list to your office with your financial records.)

SPECIAL ITEMS NEEDED:

- ___ 1) Copy of prior two years Tax Return (only if new client).
- ___ 2) Any IRS or State notices you have received in the last 12 months.

EXEMPTIONS:

- ___ 1) Births, Adoptions, Marriages, Divorces (bring a copy of the decree), or Deaths (bring a copy of the death certificate)
- ___ 2) Social Security Cards for you and your Dependents (if new client or new dependent)
- ___ 3) Information on other non-family dependents

INCOME ITEMS:

- ___ 1) All wage items - this includes however not limited to: W-2's, 1099-Misc, Commission & Fee's, Jury Duty, Barter Income, Unemployment Compensation, Social Security & RR Benefits, Scholarships/Fellowships.
- ___ 2) All Investment Income items - this includes however not limited to: Interest Income, Dividend Income, Pension/Profit Sharing & IRA Distributions, Stock Transactions, Partnership & S-Corp Income (K-1), Tax Exempt Interest,
- ___ 3) Other income items – this includes however not limited to: Roth IRA Conversions, Alimony Received, Prizes & Awards, Sale of Home, Sale of Other Assets, Death Benefits from a Deceased Relative.

ADJUSTMENTS TO INCOME:

- ___ 1) Moving Expenses (i.e.: Packing Expenses, Moving Van, Storage (30 days), & Travel Expenses)
- ___ 2) Alimony Paid (Name: _____, SSN#: _____)
- ___ 3) Sep, Simple and Qualified Plan Contributions
- ___ 4) Other Adjustments: Student Loan Interest, College Tuition, Self Employed Health Insurance, Educator Expenses.

ITEMIZED DEDUCTIONS:

- ___ 1) Medical Expenses (i.e.: Doctors, Dentists, Eye Doctors, Prescription Drugs)
- ___ 2) Taxes Paid (i.e.: State Income Tax, Sales Tax, Real Estate Taxes, Auto & Personal Property Tax).
- ___ 3) Interest Expense (i.e.: Mortgage Interest, Mortgage Insurance, Points Paid, Investment Interest)
- ___ 4) Contributions (i.e.: Cash, Check, Non-Cash, Mileage for Charitable Purposes)
- ___ 5) Casualty & Theft Loses (Must be more than 10% of adjusted gross income)
- ___ 6) Miscellaneous Expenses (i.e.: Job Hunting Expenses, Tax Preparation, Work Related Expenses, Safety Deposit Box, Professional Dues, Investment & Financial Advisory Fees.)

RENTAL PROPERTY:

- ___ 1) All income and expenses related to the property
- ___ 2) Auto mileage related to the property.
- ___ 3) Copies of any 941 reports, W-3's, W-2's & 1099's that have been filed

SELF EMPLOYED AND BUSINESS OWNERS (SCH C, F, AND 4835) (See back for more detail):

- ___ 1) All income and expense related to the business activity.
- ___ 2) Auto mileage related to the business.
- ___ 3) Copies of any 941 reports, W-3's, W-2's & 1099's that have been filed

OTHER ITEMS:

- ___ 1) Federal & State Estimated Tax Payments
- ___ 2) Child Care Expenses (Bring Providers Name, Address and Social Security Number)
- ___ 3) Residential Energy Improvements.
- ___ 4) Fuel Credit Information
- ___ 5) Bank Account Information for direct deposit of refunds.

OTHER QUESTIONS:

**IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT OUR OFFICE
402-564-5827, 402-558-6922 or 402-401-4284**

Items Needed for a Self Employed Business Owners To Prepare a Schedule C, F or 4835

The following is a list of the common items we will need in order to complete the Schedule C, F or 4835 Self Employed portion of your tax return. If you have any questions please give our office a call. (Please bring this list to your office with your financial records.)

INCOME ITEMS:

- ___ 1) Gross Sales Per Client Records
- ___ 2) Copies of all 1099's that have been received
- ___ 3) Any Miscellaneous Income

PURCHASES AND/OR COST OF GOOD SOLD:

- ___ 1) Purchase and/or Items bought for resale
- ___ 2) Ending Inventory \$ _____

EXPENSES:

- ___ 1) Advertising
- ___ 2) Car & Truck Expenses (Total Mileage: _____ Mileage for Business: _____)
- ___ 3) Commissions and Fees paid to someone
- ___ 4) Contract Labor
- ___ 5) Employee Benefit Programs
- ___ 6) Business Insurance
- ___ 7) Mortgage Interest
- ___ 8) Other Interest
- ___ 9) Legal & Professional Fees
- ___ 10) Office Supplies
- ___ 11) Pension & Profit Sharing Plans
- ___ 12) Rent or Lease on Building
- ___ 13) Rent or Lease on Equipment
- ___ 14) Supplies
- ___ 15) Taxes & Licenses
- ___ 16) Travel
- ___ 17) Meals & Entertainment
- ___ 18) Utilities - General
- ___ 19) Utilities – Cell phone
- ___ 20) Other Expenses as it relates to the business

BUSINESS USE OF THE HOME (If you have a home offices please gather the following items also):

- ___ 1) Mortgage Interest & Mortgage Insurance
- ___ 2) Real Estate Taxes
- ___ 3) House Insurance
- ___ 4) Rent (Lot rent or rental of a house or apartment)
- ___ 5) Repairs & Maintenance
- ___ 6) Utilities (electric, water/sewer, gas, propane, cable, garbage, etc.)
- ___ 7) Home owners association dues
- ___ 8) Square Footage of the following:
 - House: _____ Garage (if using for business): _____
 - Office: _____ Storage area: _____ % of Garage used for business: _____%
 - Cost of House: \$ _____