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) Military ONLY
____ 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, and Investment Interest)
____ 4) Contributions (i.e.: Cash, Check, Non-Cash, and Mileage for Charitable Purposes)
____ 5) Casualty & Theft Loses (Must be more than 10% of adjusted gross income)
____ 6) Any 1095's this would be form if you purchased health insurance from market place.

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 QUESITONS PLEASE FEEL FREE TO CONTACT OUR OFFICE
Albion 402-395-8789; Columbus 402-564-5827; Grand Island 308-382-6755; Lincoln 402-466-1969; Norfolk 402-371-5300; Omaha 402-558-6922; and Wayne 402-375-4718.

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: $________________