

TAX DOCUMENT CHECKLIST

- ☺ Social Security numbers and birthdates for everyone included on your return (spouse, children, parents, etc.)
New clients only
- ☺ Last year's tax return and amount paid for preparing the tax return **New clients only**
- ☺ Amount of state and local income tax paid.
- ☺ All forms that say W-2, 1095, 1098, 1099 or (Schedule), K-1
- ☺ Interest and Dividends
- ☺ Rents and Royalties
- ☺ Social Security and Railroad Retirement
- ☺ Record of other income (rental, jury duty, gambling, hobby, alimony, etc.) and expenses, if applicable
- ☺ Income and expense records for work you performed (not already shown on a W-2 or 1099)
- ☺ Purchase date and your total investment in any stocks or other property you sold
- ☺ Qualified educational expenses-College Tuition—1098-T
- ☺ Teachers out-of-pocket expenses
- ☺ Expenses related to your investments
- ☺ Employment related expenses (dues, travel, publications, tools, uniform cost and cleaning, etc.)
- ☺ Student loan interest
- ☺ State & Local Income Tax REFUND Amount
- ☺ Long Term Care Insurance Premiums
- ☺ Refinance Points-provide Settlement statement
- ☺ The expenses incurred as a National Guard member or an Armed Forces reservist
- ☺ Records of any contributions you made to IRA's or other retirement plans
- ☺ Records for mortgage interest, real estate and personal property tax
- ☺ Records of amounts donated to houses of worship, schools and other charitable organizations

For each Charitable Contributions over \$250 you must have a receipt which states that you received no goods or services in exchange for your donations!

- ☺ Records of value for non-cash charitable donations
- ☺ Number of miles driven for charitable and/or medical purposes
- ☺ Amounts paid for health care insurance and to doctors, dentists, hospitals, etc.
- ☺ Records to support childcare and higher education costs.
- ☺ Job search expenses and unemployment income (if applicable)

SMART MONEY TIP

Make Your Grandchild a TAX-FREE Millionaire!

If your teenaged child or grandchild is gainfully employed, they can contribute up to \$2,000 a year to a Roth IRA. The contributions aren't tax deductible, but at the child's puny tax bracket it doesn't matter.

Let's say the child puts in \$2,000 a year between the ages of 16 and 21, and then doesn't contribute another dime. If the Roth IRA earns 10% per year, the child will have \$1,022,521 at age 65. And the money will be 100% tax-free!

