

## **PERSONAL TAX INFORMATION NEEDED**

TAXPAYER, SPOUSE AND CHILDREN'S NAMES - SOCIAL SECURITY NUMBERS & BIRTHDATES

ADDRESS & PHONE NUMBER (HOME, WORK OR CELL) & EMAIL ADDRESS

COPY OF PREVIOUS YEARS RETURN IF NOT DONE BY FILAK CPA GROUP PC

### **INCOME**

W2'S AND 1099 OTHER INCOME FORMS

1099 INTEREST INCOME - BANK

ACCOUNTS

1099G UNEMPLOYMENT COMPENSATION

SOCIAL SECURITY STATEMENT(S)

1099R IRA DISTRIBUTIONS - REGULAR & ROTH

1099R RETIREMENT PLAN DISTRIBUTIONS

### **STOCK/MUTUAL FUND STATEMENTS**

1099 DIV - DIVIDENDS & INTEREST ON STOCKS/MUTUAL FUNDS

1099 B - SALE OF STOCKS PROCEEDS (DATE PURCHASED AND ORIGINAL COST)

### **DEDUCTIONS**

MEDICAL/DENTAL EXPENSES - INCLUDING

INSURANCE PREM & LONG TERM CARE

PROPERTY TAX STATEMENTS

SALES TAX ON NEW VEHICLES

LICENSE PLATE(S) - RENEWAL FEES

MORTGAGE AND LOC INTEREST & POINTS OF REFINANCING

SETTLEMENT STATEMENT FOR NEW HOME

CHARITY - CASH AND NON CASH

EMPLOYEE BUSINESS EXPENSES (UNION DUES, UNIFORMS, MILEAGE, ETC.)

TAX PREPARATION FEES

### **CHILD CARE**

PROVIDERS NAME, ADDRESS, AND TAX ID

DAY CARE PAID DURING TAX YEAR

### **TUITION/STUDENT LOAN INTEREST**

1098T TUITION STATEMENT

EDUCATION EXPENSES (BOOKS, COMPUTERS ETC)

STUDENT LOAN INTEREST DURING TAX YEAR

### **SCHEDULE C - SOLE PROPRIETOR**

#### **BUSINESS**

ALL RECEIPTS/INCOME - 1099M'S RECEIVED

ANY EXPENSES RELATED TO BUSINESS

CAPITAL PURCHASES (EQUIPMENT, FURNITURE & COMPUTERS) INCLUDE

LOAN PAPERS

BUSINESS MILEAGE LOG

#### **OFFICE IN THE HOME**

SQ FOOTAGE OF HOME AND OFFICE/BUSINESS AREA

UTILITIES & MAINTENANCE (TRASH PICKUP) & REPAIRS

HOMEOWNERS INSURANCE

ASSOCIATION DUES

#### **RENTALS**

CLOSING PAPERS IF NEW RENTAL

INCOME - RENT RECEIVED

MORTGAGE INTEREST

HOMEOWNERS INSURANCE

PROPERTY TAXES

REPAIRS & MAINTENANCE

UTILITIES

ASSOCIATION DUES

RENTAL MILEAGE

#### **K-1'S FROM S CORPORATIONS AND/OR PARTNERSHIPS**