

Robert W. Morris & Company, PC

Certified Public Accountants

19 East Main St, PA Box 68, New Bloomfield, PA 17068 * Telephone (717) 582-8135 * Facsimile (717)582-7392 * www.robertmorriscpa.com

INDIVIDUAL TAXPAYER INFORMATION CHECKLIST

This is a list of the most common items we'll need to finish your returns. We'll call you if we need anything else. *(You don't need to return this to us; unless you make notes we should be aware of.)*

___ **Completed Client Questionnaire**

___ All return packets or mailing labels sent to you by the various taxing agencies

___ All W-2's

___ Documentation of health insurance coverage

___ All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, cancellation of debt, credit and debit card transactions, etc.

___ Children, all income tax information for children if you want us to prepare any required returns. At least one of the following documents to substantiate residency:

- **School records or statement**
- **Landlord or a property management statement**
- **Health care provider statement**
- **Medical records**
- **Child care provider records**
- **Placement agency statement**
- **Social service records or statement**
- **Place of worship statement**
- **Indian tribal official statement**
- **Employer statement**

___ College tax credits require a copy of form **1098-T** and **receipts for the qualified tuition and related expenses.**

___ Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid

___ Total of charitable contributions, and details for any non-cash contributions over \$500. **All contributions must have receipts.**

___ Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready, and let us know it's coming)

___ If you bought, sold or refinanced real estate, then the 2 page HUD closing statement for each transaction

___ If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale date (year-end summary statements are ideal)

___ If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, we need to know: total miles, commuting miles, and business miles driven for the year

___ If you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.

___ Copies of any federal, state or local tax correspondence during the year, including all payments made or refunds and rebates received.

___ All legal documents for formation, sale or purchase of a business during the year



America Counts on CPAs®

Members of American Institute of Certified Public Accountants and Pennsylvania Society of Certified Public Accountants

Robert W. Morris & Company, PC

Certified Public Accountants

19 East Main St, PA Box 68, New Bloomfield, PA 17068 * Telephone (717) 582-8135 * Facsimile (717)582-7392 * www.robertmorriscpa.com

- ___ All legal documents for divorce decrees
- ___ Voided check (not deposit ticket) for account where refunds should be direct deposited (optional)
- ___ The designated beneficiary form for all retirement plans
- ___ All gambling income and loss records
- ___ **Signed Engagement Letter & Signed Consent to Use of Tax Information**
- ___ **New clients:** copies of last three years tax returns and depreciation schedules if applicable.



America Counts on CPAs ®

Members of American Institute of Certified Public Accountants and Pennsylvania Society of Certified Public Accountants