

### PERSONAL DATA

- Copies of past 2 years tax returns (1<sup>st</sup> time clients)
- Social Security numbers and names as they appear on the SS card (including spouse and children)
- Dates of Birth for all persons on tax return

### EMPLOYMENT & INCOME DATA

- W-2's for tax year
- Interest Income: 1099-INT & 1099-OID
- Dividend Income Statements: 1099-D
- Pensions and annuities - 1099R
- Social Security Income Statement: SSA-1099
- Alimony received
- Tax refunds & Unemployment Compensation: 1099-G
- Gambling and lottery winnings: W2-G
- Prizes and awards
- Scholarships and fellowships
- Disability Income Statement
- Jury duty pay
- Misc. income including rent: 1099-MISC
- Education fund distribution 1099Q
- Final escrow closing statement (if home was purchased or refinanced during the year)
- Sale of your home or other real estate: 1099-S

### DEDUCTIONS

- Medical expenses (RX, Dr's, DDS, medical miles, etc.)
- State and/or local estimated tax payments made
- Contracts for large purchases (cars, boats, etc.)
- Real estate taxes paid
- Mortgage interest: (1st or 2nd Mtg.) 1098-INT
- DMV registration fees  
Vehicle 1 \_\_\_\_\_  
Vehicle 2 \_\_\_\_\_
- Receipts for goods donated to charity
- Un-reimbursed volunteer expenses
- Monetary gifts to charity (receipts for single donations of \$250 or more)
- Child care expenses (including phone #, address and tax I.D. # of provider)
- Medical savings accounts: Form 1099-SA
- Adoption expenses
- Alimony paid and social security number of recipient
- Moving expenses (Military only)
- IRA, Keogh & other retirement plan contributions

### FINANCIAL ASSETS

- Stock/bond year end statements & 1099B (Including orig. purchase price & transaction costs)
- Mutual fund year end statements (Including orig. purchase price & transaction costs)
- Annuity year end statements

### HIGHER EDUCATION EXPENSES

- Student loan interest paid: 1098-E
- Qualified fees and expenses for post-secondary education: 1098-T

### SELF-EMPLOYMENT DATA

- Business profit & loss statement
- K-1's on all partnerships & corporations
- Rental income/expenses
- Farm profit & loss
- QuickBooks backup files

### CASUALTY OR THEFT LOSSES

- Documents re: property loss and insurance reimbursements

### EXTENDED TAX SERVICE PROGRAM

- Ask your tax preparer about this service!

Notes: \_\_\_\_\_  
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 **Download job related & tax worksheets from our tax center at [www.summitfinancial1.com](http://www.summitfinancial1.com)**

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