



## Hoffman and Company

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# Tax Preparation & Appointment Checklist

### PERSONAL DATA

- Social Security Numbers  
(including spouse and children)
- Child care providers (including name,  
address, and tax ID/Social Security Numbers)

### EMPLOYMENT & INCOME DATA

- W-2 Forms for this year
- Health Insurance Reporting Forms (1095A or 1095B)
- Unemployment Forms (1099-G)
- Miscellaneous income  
(including rent, 1099-MISC)
- Partnership, S-Corporation, trust income  
(Schedule K-1)
- Pensions and annuities (1099-R)
- IRA, and other retirement contributions
- Social Security/RR1 benefits (RRB-1099)
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships/grants
- State and local income tax refunds (1099-G)
- Alimony received
- Cancellation of Debt 1099-C
- All other 1099's

### HOMEOWNER/RENTER DATA

- Residential addresses for this year
- Mortgage interest (Form 1098)
- Sale of your home or other real estate (1099-S)  
along with the HUD or settlement statements
- HUD statements if refinanced during 2011
- Second mortgage interest paid
- Real estate taxes paid
- Moving expenses

### FINANCIAL ASSETS

- Interest income statements (1099-INT & 1099-OID)
- Dividend income statements (1099-DIV)
- Proceeds from broker transactions (1099-B)
- Retirement plan distribution (1099-R)
- IRA's and all other retirement contributions
- Revenue for sale of property/assets

### MISCELLANEOUS EXPENSES

- Gifts to charity—receipts are now mandatory
- Non-reimbursed expenses related to volunteer work
- Non-reimbursed expenses related to your job (travel,  
uniforms, union dues, subscriptions, cell phones, etc.)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Tuition, Books, & Class fees
- Child care expenses
- Medical expenses
- Adoption expenses
- Alimony paid
- Tax preparation fees

### SELF-EMPLOYMENT DATA

- Business income (1099-MISC, personal records)
- Partnership SE income (K-1)
- Advertisement and marketing expenses
- Automobile expenses
- Beginning/ending inventory
- Office expenses
- Telephone/Internet expenses
- Business miles
- Meals and Entertainment
- Assets acquired/sold
- Utilities
- Wages expense
- Any other business related expenses
- Farm-related expenses
- Employment taxes and other business taxes
- Health Insurance Premiums

### MISCELLANEOUS TAX DOCUMENTS

- Federal, state, and local estimated income taxes
- Casualty or theft losses
- Revenue for sale of property/assets
- Energy Credits (cost of high efficiency heating, air  
conditioning, water heaters, skylights, solar  
electric systems, qualifying insulation, etc)
- Copy of Prior Year Tax Return (New Clients)

# Possible Legal Deductions

(Please total each amount for items that apply to you – keep receipts for these deductions)

<p><b>Medical and Dental:</b></p> <p><input type="checkbox"/> Surgery ..... \$ _____</p> <p><input type="checkbox"/> Prescriptions..... \$ _____</p> <p><input type="checkbox"/> Medical/Dental insurance..... \$ _____</p> <p><input type="checkbox"/> Hospital and emergency..... \$ _____</p> <p><input type="checkbox"/> Dental and Orthodontist ..... \$ _____</p> <p><input type="checkbox"/> Glasses &amp; contacts ..... \$ _____</p> <p><input type="checkbox"/> Hearing aids &amp; batteries..... \$ _____</p> <p><input type="checkbox"/> Therapy treatments..... \$ _____</p> <p><input type="checkbox"/> Medical miles/Transportation: # Miles x.23.5 = \$ _____</p> <p><input type="checkbox"/> Other purchases on doctor's advice..... \$ _____</p> <p><b>Miscellaneous:</b></p> <p><input type="checkbox"/> Energy Efficient Items ..... \$ _____</p> <p><input type="checkbox"/> Tax Preparation Fees ..... \$ _____</p> <p><input type="checkbox"/> Alimony Paid/Received..... \$ _____</p> <p><input type="checkbox"/> Moving Expenses ..... \$ _____</p> <p><input type="checkbox"/> Adoption Expenses ..... \$ _____</p> <p><input type="checkbox"/> Accident, fire, theft, and natural disasters..\$ _____</p>	<p><b>Contributions:</b></p> <p><input type="checkbox"/> Church.....\$ _____</p> <p><input type="checkbox"/> United Way.....\$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p> <p><input type="checkbox"/> Furniture or clothing (<i>must</i> have receipt)...\$ _____  <input type="checkbox"/> Given to _____</p> <p><input type="checkbox"/> Volunteer expenses.....\$ _____          (Church, School, Scouts, etc.)</p> <p><input type="checkbox"/> Volunteer miles driven.....# Miles x .14= \$ _____</p> <p><b>Mortgage Information:</b></p> <p><input type="checkbox"/> Home mortgage interest.....\$ _____</p> <p><input type="checkbox"/> Points paid at closing.....\$ _____</p> <p><input type="checkbox"/> Mortgage Insurance Premiums .....\$ _____</p> <p><b>Taxes:</b></p> <p><input type="checkbox"/> Real estate tax.....\$ _____</p> <p><input type="checkbox"/> State income tax.....\$ _____ +/-</p>
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## Miscellaneous and Employee Business Expenses:

<p><input type="checkbox"/> Uniform Cleaning.....\$ _____</p> <p><input type="checkbox"/> Work Tools.....\$ _____</p> <p><input type="checkbox"/> Union Dues.....\$ _____</p> <p><input type="checkbox"/> Safety shoes &amp; gloves.....\$ _____</p> <p><input type="checkbox"/> Tax return preparation.....\$ _____</p> <p><input type="checkbox"/> Investment expenses.....\$ _____</p> <p><input type="checkbox"/> Teacher/School supplies.....\$ _____</p> <p><input type="checkbox"/> Cell Phone.....\$ _____</p>	<p><input type="checkbox"/> Employment/Job seeking expenses.....\$ _____</p> <p><input type="checkbox"/> Sales/Entertainment.....\$ _____</p> <p><input type="checkbox"/> Office-in-home expense.....\$ _____</p> <p><input type="checkbox"/> Business travel.....\$ _____</p> <p><input type="checkbox"/> Vehicle use miles.....# Miles x .56 = \$ _____</p> <p><input type="checkbox"/> Work miles(non-commute)# Miles x .56 = \$ _____</p> <p><input type="checkbox"/> Miles driven to second job# Miles x .56 = \$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p>
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## Self-Employed Business Expenses:

<p><input type="checkbox"/> Advertising.....\$ _____</p> <p><input type="checkbox"/> Car &amp; Trucking expenses.....\$ _____</p> <p><input type="checkbox"/> Legal &amp; Professional services.....\$ _____</p> <p><input type="checkbox"/> Office Expenses.....\$ _____</p> <p><input type="checkbox"/> Rent or lease.....\$ _____</p> <p><input type="checkbox"/> Utilities.....\$ _____</p>	<p><input type="checkbox"/> Repairs &amp; Maintenance.....\$ _____</p> <p><input type="checkbox"/> Supplies.....\$ _____</p> <p><input type="checkbox"/> Taxes &amp; Licenses.....\$ _____</p> <p><input type="checkbox"/> Meals.....\$ _____</p> <p><input type="checkbox"/> Travel..... # Miles x .56 = \$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p>
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## Education Expenses:

<p><input type="checkbox"/> Student loan interest.....\$ _____</p> <p><input type="checkbox"/> Post-secondary, tuition &amp; fees.....\$ _____</p> <p><input type="checkbox"/> Books, Class fees and supplies ..... \$ _____</p>	<p><input type="checkbox"/> Child Care Provider expense .....\$ _____</p> <p><input type="checkbox"/> Provider's SSN/EIN..... - _____</p> <p><input type="checkbox"/> Provider's Address _____</p>
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