



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>Medical and Dental:</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 & contacts\$ _____</p> <p><input type="checkbox"/> Hearing aids & batteries...\$ _____</p> <p><input type="checkbox"/> Therapy treatments.....\$ _____</p> <p><input type="checkbox"/> Medical miles/Transportation: Miles _____ x 0.23 = \$ _____</p> <p><input type="checkbox"/> Purchases on Doctor advice \$ _____</p> <p>Miscellaneous:</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 loss.\$ _____</p>	<p>Contributions:</p> <p><input type="checkbox"/> Church.....\$ _____</p> <p><input type="checkbox"/> United Way.....\$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p> <p><input type="checkbox"/> DI/Goodwill/Etc (<i>must</i> have receipt).....\$ _____</p> <p style="margin-left: 20px;"><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>Mortgage Information:</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>Taxes Paid:</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 & 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"/> Required Cell Phone.....\$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p>	<p><input type="checkbox"/> Job search expenses.....\$ _____</p> <p><input type="checkbox"/> Sales/Entertainment.....\$ _____</p> <p><input type="checkbox"/> Office-in-home.....\$ _____</p> <p><input type="checkbox"/> Business travel.....\$ _____</p> <p><input type="checkbox"/> Vehicle use miles Miles _____ x .575 = \$ _____</p> <p><input type="checkbox"/> Work miles (non-commute) Miles _____ x .575 = \$ _____</p> <p><input type="checkbox"/> Miles driven to second job Miles _____ x .575 = \$ _____</p>
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Self-Employed Business Expenses:

<p><input type="checkbox"/> Advertising.....\$ _____</p> <p><input type="checkbox"/> Car & Trucking expenses...\$ _____</p> <p><input type="checkbox"/> Legal & Prof 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 & Maintenance.....\$ _____</p> <p><input type="checkbox"/> Supplies.....\$ _____</p> <p><input type="checkbox"/> Taxes & Licenses.....\$ _____</p> <p><input type="checkbox"/> Meals.....\$ _____</p> <p><input type="checkbox"/> Travel _____ Miles x .575= \$ _____</p> <p><input type="checkbox"/> Other.....\$ _____</p>
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Education and Childcare Expenses:

<p><input type="checkbox"/> Student loan interest....\$ _____</p> <p><input type="checkbox"/> Tuition & fees.....\$ _____</p> <p><input type="checkbox"/> Books & 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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<p>Other Questions or Deductions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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