s o u n d.
Accounting
and Small Business Consulting

TAX APPOINTMENT CHECKLIST

Personal information

- ❏ Last years income tax if you are a new client
- ❏ Name, address, Social Security number and Date of Birth for yourself, spouse and dependents
- ❏ Dependent Care Provider, Name, Address, Tax ID and S.S.N.
- ❏ Banking information if Direct Deposit Required

Income Data Required if Applicable

- ❏ Wages and/or Unemployment
- ❏ Interest and/or Dividend Income
- ❏ State/Local income tax refunded
- ❏ Social Assistance Income
- ❏ Pension/Annuity/Stock or Bond Sales
- ❏ Contract/Partnership/Trust/Estate Income
- ❏ Gambling/Lottery Winnings and Losses/Prizes/Bonus
- ❏ Alimony Income
- ❏ Rental Income
- ❏ Self Employment/Tips
- ❏ Foreign Income

Expense Data Required

- ❏ Dependent Care Costs
- ❏ Education/Tuition Costs/Materials Purchased
- ❏ Medical/Dental if out of pocket exceeds 7.5% of income
- ❏ Mortgage/Home Equity Loan Interest/Mortgage Insurance
- ❏ Gambling/Lottery Expenses
- ❏ Real Estate Taxes
- ❏ Estimated Tax Payments to Federal and State Government
- ❏ and Dates Paid
- ❏ Home Property Taxes
- ❏ Charitable Contributions Cash/Non-Cash
- ❏ Purchase qualifying for Residential Energy Credit
- ❏ IRA Contributions/Retirement Contributions
- ❏ Home Purchase