

CHECKLIST

GENERAL ITEMS TO BRING:

- Copy of last year's tax return (only if new client)
- Social Security number and date of birth for each taxpayer & dependent
- W2's for wages
- 1099R's for pensions and IRA's
- W2G's for gambling/lottery winnings
- 1099's for unemployment and Social Security
- 1099's for interest or dividend income
- Amount of alimony paid or received
- Statements for all IRA accounts
- All stock & securities sales (purchase date & cost)
- College expenses paid including school name & address
- Statements of interest paid on college loans
- Home sale information (date/sales price of home sold & home purchased)
- Child care expenses including name and federal ID number of provider
- Any early withdrawal penalties charged by banks
- Landlords name and rent paid during the year
- Record of any estimated taxes paid by you
- 1099HC – proof of health insurance form

ITEMIZED DEDUCTIONS:

- Medical expenses that exceed 7.5% of adjusted gross income (including prescriptions, eye care, medical equipment, insulin, acupuncture, nursing home/hospital fees, chiropractic, medical, dental, LTC insurance)
- Real estate taxes
- Auto excise taxes
- Mortgage statements from all mortgage & equity loans (closing stmts)
- Charitable contributions (cash & non cash). **Please provide totals**
- Casualty and theft losses
- Safe deposit box
- Gambling losses to extent of winnings
- Legal fees (job related, collection of taxable income)
- Investment expenses and tax preparation fees
- Work expenses such as Union Dues, equipment, car mileage, cell phone, magazine subscriptions, continuing education, licensing fees
- Educator expenses (amounts paid by teacher K-12)
- IRA administration fees

BUSINESS OWNERS AND RENTAL PROPERTIES:

- All income and expenses
- Business use of home (utilities, repairs, house insurance, real estate taxes, direct expenses regarding office improvements)
- Expense items include: advertising, auto mileage, legal/professional fees, office expenses, taxes/licenses, meals/entertainment, utilities, cell phone, seminars, computer/software/internet

TORRACO ASSOCIATES (617) 328-0574

APPOINTMENT DATE: _____ **TIME:** _____