CFR CAPITAL GROUP in association with H&R BLOCK®

Tax Planning Checklist

Personal information:

Social Security numbers (or ITIN numbers if Non-Citizen)

- ☐ Your Social Security Number, or ITIN number
- ☐ Your Spouse's Social Security or ITIN Number
- ☐ Dependents' Social Security Number(s)
- ☐ If a new client, your last three years' Federal & State income tax returns

Direct Deposit Information, if you want your tax refund deposited directly into your bank account

- ☐ Routing number from the lower left side of one of your checks, not a deposit slip (usually the first 9 digits)
- ☐ Bank account number form the bottom right side of the check or on a bank statement

Income Information:

Income from Wages & Self Employment

- ☐ Form *W-2(s)*
- ☐ *1099-Misc* for self-employment gross income
- ☐ If Self Employed, a Profit & Loss Statement showing all income and all related expenses for the business for the tax year

IRA/401K/ Pension Distributions

- ☐ *Form 1099-R(s)* for distributions from IRAs, 401Ks, pensions or other retirement plans
- ☐ Account summary form for the year for your IRA accounts including IRS Form 5498 received, or
  IRA Deposit receipts and contribution records
- ☐ If applicable, the most-recently filed form 8606 (if you made contributions in prior years to IRAs that weren't deductible on your income tax return).

Social Security Benefits

- ☐ *Form(s) SSA -1099* for all Social Security recipients

Interest, Dividends & Capital Gains/Losses

- ☐ Year End Brokerage Statement(s) for non-IRA accounts, showing annual activity
- ☐ *1099-Int* Interest from banks, bonds, and brokerage accounts
- ☐ *1099-Div* Dividends from stocks, mutual funds and brokerage accounts
- ☐ *1099-B* Sale of investments, including cost basis
- ☐ *8949* Sale and other dispositions of capital assets

Partnerships, S Corporations, Trusts, etc.

- ☐ *Form K-1s* received from Partnerships, S Corporations, Trusts, Royalties, etc.

Rental Property Income

- ☐ Profit and loss statements from each rental property owned
- ☐ *Form 1099-Misc* or other records for rental income received during the year
- ☐ Mortgage interest reported on *Form 1098*, with property taxes paid, if included
- ☐ Property tax payments from assessor's statement or impounded records, if not included on *Form 1098 above*.
- ☐ Records, receipts, or cancelled checks for rental property expenses
- ☐ Depreciation detail from prior year's tax return, or purchase information if new property of if permanent improvements were made during the tax year
- ☐ Record of rental losses carried forward from prior years (usually shown on last year's income tax return)

Income from Sales of Real or Investment Property

- ☐ Sales proceeds: bill of sale, escrow statement, HUD closing statement or similar records
- ☐ Cost of the property sold, including improvements made since your purchase
- ☐ Form 6252 Installment sale from previous years' returns, if appropriate
- ☐ Payments received on installment note owned to you and the date you received each payment, if applicable, with copy of said note showing principal and interest
- ☐ Name, address, and Social Security Number of the purchaser ____________________

Miscellaneous Income:

- ☐ *Form 1099*-G showing State Income Tax refunds received during the year
- ☐ Unemployment Compensation per *Form 1099-G* from the State unemployment agency
- ☐ Alimony (Spousal Support) received, not Child Support
- ☐ Jury duty pay records
- ☐ *Form*(s*) W-2G* for gambling and lottery winnings
- ☐ Receipts for all gambling wagers/losses
- ☐ *Form 1099-Misc* for prizes and awards received, or other misc. income
- ☐ *Form 1099-MSA* for distributions from medical savings accounts
- ☐ *Form 1099-Q* for withdrawals from 529 Plans
- ☐ Scholarship records (if you used scholarship money for anything other than tuition, books and related supplies)
- ☐ *Form 1099-C* Cancellation of debt income
- ☐ *Form 1099-A* Acquisition or abandonment of secured property

Adjustments to Income:

IRA Contributions, and/or Keogh, SEP, SIMPLE, and Other Self-employed Pension Plans

- ☐ Year-end account summary or bank/brokerage statements

College 529 Plan Contributions (Arizona deduction)

- ☐ Year-end account summary or records of contributions

College Tuition
- ☐ *Form 1098-T* from college or university showing tuition paid

Student Loan Interest
- ☐ *Form 1098-E* showing interest paid or year-end loan statement from lender

Medical Saving Account Contributions
- ☐ Account Statements or records of payment(s) made, if not deducted from *Form W2*.

Moving Expenses
- ☐ Invoices from moving companies
- ☐ Records/receipts of related miscellaneous moving & travel expenses, not meals
- ☐ Paycheck stub and other detail for moving expense reimbursements from employer

Self-employed Health Insurance
- ☐ Health Insurance premium bills, bank statements or cancelled checks

Alimony Paid
- ☐ Cancelled checks, bank statements or similar records
- ☐ Name and Social Security Number of recipient

Educator Expenses (Classroom Expenses for Teachers)
- ☐ Up to $250 in expenses, receipts or other records

Itemized Deductions:

Home Mortgage Interest
- ☐ *Form 1098 Mortgage Interest Statement* received or
- ☐ Year-end mortgage statement(s) from lender
- ☐ Points paid during the year on home purchase or refinance

Real Estate Taxes
- ☐ *Form 1098* or records of property taxes paid during the year
- ☐ Closing statement if you bought, sold, or refinanced property in the current tax year

State and Local Income Taxes
- ☐ Amount owed and paid from prior year's State Income Tax Return
- ☐ *Forms W-2* showing State(s) wages and State withholding
- ☐ Cancelled checks or other records for Federal and state estimated taxes paid
- ☐ Amount paid with Extension of Time to File Federal or State income tax returns.

Sales Tax Paid on Large Purchases
- ☐ Copy of receipts for building materials, etc,
- ☐ Closing statement on vehicle(s) purchased during the tax year

Personal Property Taxes

- ☐ Automobile license fees, receipt showing personal property tax portion paid
- ☐ State or local property taxes/licenses paid on boats, trailers, aircraft, etc.

Medical and Dental Expenses

- ☐ Medical & dental bills or cancelled checks, credit card statements
- ☐ Medical & dental insurance paid (if after-tax premiums were made, not through W2)
- ☐ Prescription Drugs, Eyeglasses, Hearing Aids, other Medical Equipment
- ☐ Mileage records for trips to the doctor, dentist, clinics, pharmacy etc.
- ☐ Long term care premiums paid

Charitable Donations (Cash)

- ☐ Receipts from recognized charities, or cancelled checks/credit card statements
- ☐ Receipts from Qualified Charities for Arizona tax credits – Public Schools, Tuition Organizations, Foster Care Organizations or Qualified Charities (on AZ list)
- ☐ Records of vehicle mileage incurred for charitable or volunteer purposes

Donations of Property (Non-Cash)

- ☐ Receipts from charitable agency
- ☐ Date of donation and estimated value of property given
- ☐ General description of property donated
- ☐ Copy of Appraisal, and appraisal fees paid for non-cash donations over $5,000

Other Charitable donations

- ☐ Prior years' tax returns if you have unused charitable contributions (carryovers) from earlier years
- ☐ Year-end paycheck stub if donations were paid through your wages.

Casualty and Theft Losses

- ☐ Description of property damaged or stolen
- ☐ Receipts or other records showing cost of property
- ☐ Insurance policy and insurance documents showing reimbursements, if any
- ☐ Appraisal fees if applicable

Unreimbursed Job Expenses

- ☐ Union dues- Paycheck stub for automatic withdrawals
- ☐ Gifts to clients etc. Receipts showing date, cost and description
- ☐ Misc. Supplies, Cellphone, Internet, etc. work related – receipts or bills
- ☐ Assets/equipment purchased for use in your work – invoices, receipts
- ☐ Uniform and special clothing costs – bills or paycheck stubs showing deductions
- ☐ Seminar or conference fees – receipts or invoices
- ☐ Professional publications, subscriptions and books – receipts or invoices
- ☐ Business-related licenses & continuing education – receipts or invoices
- ☐ Reimbursement from your employer, if applicable, check stubs or other reports

Job-Related Travel Expenses

- ☐ Invoices, receipts, ticket stubs for transportation expenses
- ☐ Mileage records for business use of your vehicle
- ☐ Hotel bills
- ☐ Restaurant receipts showing name and location, date & amount paid

Job Search Expenses

- ☐ Resume costs (printing, mailing, resume service, etc.)
- ☐ Transportation bills and mileage records for vehicle used
- ☐ Employment agency fees
- ☐ Career counseling costs
- ☐ Cellphone or Internet usage related to job search

If You Use Your Home for Business--

- ☐ Square footage of your home office area, including closets _____________
- ☐ Total square footage of your home _____________
- ☐ Total rent paid, if home is rented _____________
- ☐ Mortgage interest reported per *Form 1098* _____________
- ☐ Property tax payments
- ☐ Homeowner's or Renters insurance premium payments _____________
- ☐ Invoices for repairs and maintenance on your home
- ☐ Homeowners Association Fees
- ☐ Utility bills—both for the entire home and specific to the home office

Other Miscellaneous Itemized Tax Deductions

- ☐ Tax return preparation fees – invoices or cancelled checks
- ☐ Income tax return preparation software and publications – receipts
- ☐ Safe deposit box rental fees from bank invoice or statement
- ☐ IRA custodial fees (if paid from a non-IRA account)
- ☐ Investment or Advisor management fees, often shown on year-end brokerage statement
- ☐ Investment interest paid or carried forward from prior years bank or brokerage statements (margin interest, funds borrowed to make investments)

Affordable Care Act:

- ☐ Form 1095-A showing health insurance coverage for each family member & amount of advance payment credit received
- ☐ Form 1095-B and/or Form 1095-C showing employer provided health insurance coverage
- ☐ Evidence of other health insurance coverage – statements, bills, policies, *Form W2*
- ☐ Form 8965 received from Marketplace showing exemption granted from coverage

Tax Credits:

Childcare Costs

- ☐ Daycare – Name, EIN, address of daycare center, & payments made per child for the year

Higher Education Tax Credits

- ☐ *Forms 1098-T* showing tuition paid
- ☐ Records of amount paid for books, fees, transportation costs for higher education

Energy-saving purchases

- ☐ Receipts for qualified energy-saving improvements to your home

Foreign Tax Credit

- ☐ Brokerage or other statement showing amount paid and amount of foreign income

Miscellaneous Items:

Information on Household Employees

- ☐ Wages paid for the year, including any payroll taxes withheld or paid
- ☐ Employee's Social Security Number ____________________

Advance Child Tax Credit Payment

- ☐ Copy of the IRS notice announcing the amount of payment
- ☐ Amount of payment received _______

First Time Homebuyer Repayment

- ☐ Information on Repayment of First Time Homebuyer Credit, if applicable

Tax Payments:

- ☐ Amounts withheld from *Forms W2, 1099*, etc.
- ☐ Quarterly estimated tax payments – Records showing the date paid and amount
- ☐ Amount of overpayment from prior year's tax return applied to current year
- ☐ If you filed or plan on filling extensions for your tax return – cancelled checks for payments you made with the extension

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