File 4 Me Tax and Financial Services

Tax Return Checklist

4840 Butterfield Road, Hillside, IL 60162 / ph 708-240-4940 ~ fx 708-240-4947

Personal Information:

- Change of address or Occupation
- Current email address
- Current phone number's
- Filing status
- Dependents' SS# and DOB / adding / removing

New Client:

- Last Years Tax Return
- Voided Check for direct deposit of refunds
- Date of Birth (all family members)

Income and Source Forms:

- Wage statements - Form W-2
- Interest & Dividend Income - Form 1099-INT / Form 1099-DIV
- Sale of Stocks or Bonds - Form 1099-B
  ~need cost basis (date purchased / sold - per share)
- Pension or Retirement Income/Distributions - Form 1099-R
- Receive an Inheritance or Death Benefit
- Alimony Paid or Received
  ~need name and SS# of payer / receiver
- Unemployment Income - Form 1099-G
- Lottery or Gambling Winnings - Form W-2G
- Jury Duty Pay
- State Income Tax Refund - Form 1099-G
- Cancellation of Debt - Form 1099-C
- Social Security Income - Form SSA 1099
- Rental Property - Please use Rental Worksheet
- K-1 from Partnerships/Trust/S-Corp/etc...
- Sale of Property / House - need HUD-1 from purchase and sale of property / house
- Foreign Bank Accounts
- Distributions from Health / Medical Savings Accts.
- Long Tern Care Distributions
- Any other income not listed elsewhere
- Form 1095-A - This is in reference to Affordable Health Care Act (Obamacare) if covered under this plan

Investment Forms:

- December Mortgage Loan Statement
- Year End / Last Quarter Statements
  (stocks, bonds, mutual funds, CDs, Money Markets)

Business Expenses:

- Self Employed Business Income & Expenses
  - Form 1099-MISC

Deductions / Expenses:

- Child Care Expenses & Provider Information
- Health / Medical Account Contributions
- Moving Expenses due to employment
- Educator Expenses - full time K-12
- Student Loan Interest - Form 1098-T
- Tuition & Education Fees - Form 1098-T
- Let us know is you need your return for FAFSA
- Medical Expenses
- Property Tax Paid on Real Estate
- Mortgage or Home Equity Loan Interest Paid
  - Form 1098
- Property Tax Paid on Vehicles & Other Property
- Purchase a New House - HUD-1
- Cash / Non-cash Charitable Contributions
- Volunteer Expenses / Miles
- Unreimbursed Employment Related Expenses
- Union / Professional Dues
- Housing Allowance Amounts for Clergy / Ministers
- Lottery / Gambling Losses / only if have winnings
- Investment Fees Paid
- Prior Year Tax Prep Fee / current clients we have this amount
- Safety Deposit Box Rental Fees
- Major Casualty / Theft Losses
- Job Search Expenses / Miles
- Federal or State Estimate Tax Paid
- End of Year Check stub
- Adoption Expenses
- IRA Contributions
- "Green Energy" Purchases
- Foreign / Other Taxes Paid
- Hybrid / Clean Diesel Auto Purchases
  ~need copy of bill of sale
- Federal / State Estimated Taxes Paid
  ~dates and amounts paid

- Any Additional Income / Expenses - not listed above

Note **: There are additional worksheets that go into more detail on several items listed above.**
Additional material may be requested from you during the interview process.
Questions?? Please call 704-849-2199 or email info@cannonaccounting.com