



## HELPFUL HINTS

**New tax clients** bring the following to the first interview:

Previous 2 years tax returns.

Names, Dates of Birth and Social Security Numbers of all dependents

Bring all of your 2016 tax forms including W-2, 1099-MISC, 1099-R, 1099-INT, 1099-DIV and SSA-1099 Social Security Statement. Please include all investments with Wood Financial Group.

If you purchased **health insurance** on the ACA Exchange, bring the 1095A Marketplace Statement that will be sent to you.

If you **sold your home** in 2016, bring your settlement statement(s).

If you have **rental property** bring your records for each property, including **totals** for all expenses and taxes paid. Provide total amount for each expense category listed on Schedule E for each property.

If you **itemized deductions** last year on Schedule A

- Provide total out-of-pocket prescriptions, total for doctor, dentist and hospital bills and total for health and dental insurance premiums. List long term care insurance premiums separately.
- Provide mortgage interest statements (Form 1098) and the amount of real estate taxes you paid on your home.
- List and total charitable contributions paid by check or cash. Include dated donation statements for non-cash donations with your original cost and the value you placed on items at date of donation.
- List job related expenses not reimbursed to you (such as auto expenses)

In many cases the standard deduction will be higher than itemized deductions.

For **Capital Gains and Losses** provide the final year-end brokerage statements with record of each sale or redemption and the amount of your original cost of the stock, bond or mutual fund. Your broker should be able to provide you with a printout of this information.

If you are **self-employed** provide the totals of all income and expenses related to your business or self-employment. If you used a vehicle in your business, provide the total miles driven during the year, how much of that was business related, and how much was personal. Provide total figures for each expense and income category listed on Schedule C.

Provide **final K-1 forms** for shares in a Partnership, Limited Liability Company or Subchapter S Corporation. K-1 forms are usually sent out late in the tax season. Be sure you have them all before scheduling the initial appointment.

If you made **estimated tax payments**, please bring a record of the payments that were made for the tax year 2016. Please include the date you sent each payment.