KWG ADVISORS
YOUR PERSONAL CFO

THINGS TO BRING / MAIL / E-MAIL

Be sure to bring, mail, or email the following as they relate to your specific situation (not all items will relate to each client's individual engagement):

1) **Signed & Dated** 2022 Income Tax Return Engagement Letter
2) **Completed 2022 Tax Data Worksheet/Organizer**
3) **Itemized Deduction worksheet**
    a. All year-end Mortgage Interest Statements **(Form 1098)** including those refinanced or paid off during the year
    b. Total **Property Taxes** paid for **all** Real Estate owned (sub-total for each property)
    c. Listing of all Medical/Dental/Eyecare Insurance, Expenses & Prescriptions out of pocket payments
    d. A detailed listing of **ALL unreimbursed employee business expenses** (applicable for MN only)
    e. **Charitable Contributions** – Cash/Check and Non-Cash/Goods
    f. DMV Automobile/Boat **Registration Fees** Paid
4) **All** Original copies of **Form W-2's, 1099's,** and **K-1's**
5) Forms 1099 reporting **Interest Income** & **Dividend Income**
6) Form 1099-B reporting **all stock, bond, & mutual fund sales** for 2022 **as well as purchase information** (date purchased and total cost)
7) Forms 1099 reporting **Unemployment Compensation**, **State Tax Refunds**, and **Social Security Benefits**
8) Forms 1095-A **Health Insurance and** Forms 5498-SA **and** 1098-SA **HSA accounts**
9) Copy of your most recent **Financial Statements**:
    a. **Retirement accounts** - 401-K, 403-B, Solo 401-K, SEP-IRA, IRA, Roth-IRA, SIMPLE-IRA
    b. **Investment Accounts** (brokerage accounts)
    c. **Insurance -** Life, Disability & Long-Term Care Insurance Policies
10) New **Additions / Purchases**:
    a. Social Security Numbers and date of birth for all dependents if **not** previously supplied or new
    b. 2022 **"Final"** Closing/Settlement Statements from the Purchase, Sale or Refinance for **ANY** Real Estate owned
    c. Provide a copy of the purchase agreement for 2022 purchased vehicles
11) **Business related items**:
    a. Forms 1099-K for Merchant Card & Third-Party Network Payments
    b. Schedule summarizing Business and/or Rental Income and Expenses, if applicable
12) ***NEW Clients Only*** **-** A copy of Federal & State Tax Returns for 2020 & 2021
13) **Miscellaneous:**
    a. Date and amount of each Federal & State **Estimated Tax Payment** made, if applicable
    b. Name, Address, Telephone Number, Amount Paid, and Federal ID Number (or Social Security Number) for **ALL Child Care Providers** (please summarize by Child & Child Care Provider)
    c. Any letters received from the Internal Revenue Service or any State Taxing Authority
    d. Any other documents that you feel may be needed and/or helpful

PLEASE NOTE: If you are mailing in your information, please **mail in the originals** and **make a copy of everything you send in** for security purposes. **Your original documents are always returned to you upon completion of the preparation of your tax return.**

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