KWG ADVISORS
YOUR PERSONAL CFO

THINGS TO BRING / MAIL / E-MAIL LIST

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

1) **Signed & Dated** 2019 Income Tax Return Engagement Letter
2) **Completed** (front & back) **2019 Tax Data Worksheet and/or 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
    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 2019 **<u>as well as purchase information</u>** (date purchased and total cost)
7) Forms 1099 reporting **Unemployment Compensation**, **State Tax Refunds**, and **Social Security Benefits**
8) Forms 1095 & 5498 **Health Insurance and 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. 2019 **"Final"** Closing/Settlement Statements from the Purchase, Sale or Refinance for **<u>ANY</u>** Real Estate owned
    c. provide a copy of the purchase agreement for 2019 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) **<u>NEW</u> Clients Only -** A copy of Federal & State Tax Returns for 2017 & 2018
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

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