Checklist of Documents and Information Needed to Prepare Your Tax Return

The following list covers the most common items needed to prepare your individual tax return, but it is not 100% inclusive. If you are uncertain about an item of income or expense and whether it is reportable or deductible, please bring the records with you and we'll sort it out.

- Copy of prior year's federal and state return (if you are a new client)
- All W-2s
- Records of other income, such as self-employment income, tip income, rental income, alimony or unemployment compensation
- All 1099-INTs (from investment and bank accounts)
- All 1099-DIVs (from investment accounts)
- All 1099-Bs (from investment accounts)
- All 1098s (mortgage interest statements)
- A report listing charitable donations
- Amount of personal property tax paid (Virginia residents)
- All 1099-MISCs (Miscellaneous income)
- Date of birth for yourself, spouse and all dependents
- Social Security Numbers (SSNs) for yourself, spouse and all dependents
- Rental income and rental property expenses (if applicable)
- Sales price and cost basis for any stocks or mutual funds sold (if applicable)
- Name, address, SSN/EIN and amount paid to day care provider (if applicable)
- Amount of long term care insurance paid (if applicable)
- Listing of medical expenses (Note: Medical expenses must be more than 7.5% of your income before anything can be deducted)
- Amounts invested in college savings accounts (if applicable)
- All 1099-Rs
- 1099-SSA – Social Security statements showing benefits received/recorded
- Settlement sheets related to purchase, sale and/or refinance of real estate
- All year-end investment account statements for retirement and nonretirement accounts
- Copies of real estate closing/settlement documents, if you bought or sold real estate during the year or refinanced your mortgage

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Tax Return Preparation Questions

FIRST NAME ______________________ LAST NAME ________________________

Please answer all of the following questions. If you check yes to an item, please find the corresponding line item on pages 4 and 5 to provide additional information. Note that questions 4, 6, 17, and 37 do not require additional information.

		YES	NO
1.	Did your marital status change during the year?	☐	☐
2.	Did your address change from last year?	☐	☐
3.	Has your direct deposit bank information changed from last year? [**NOTE**: If you are a **Virginia** resident and we do not have your direct deposit information on file, Virginia will issue a debit card for all refunds.]	☐	☐
4.	Were you and all members of your family covered by health insurance all year?	☐	☐
5.	Were there any changes in dependents from the prior year?	☐	☐
6.	Can you be claimed as a dependent by another taxpayer?	☐	☐
7.	Did you pay for child care while you worked or looked for work?	☐	☐
8.	Do you have any dependent children with unearned income in excess of $1,500?	☐	☐
9.	Did you have any debts or mortgages canceled, forgiven or refinanced?	☐	☐
10.	Did you start a new business, purchase a rental property or acquire an interest in a partnership, S-Corporation or Trust?	☐	☐
11.	Did you sell an existing business, rental, or other property this year?	☐	☐
12.	Did you purchase, sell or exchange any real estate during the year?	☐	☐
13.	Did the principal balance of your primary residence and second home mortgages exceed $1,000,000?	☐	☐
14.	Did you have a Home Equity Loan, and if so, did the principal balance exceed $100,000?	☐	☐

15.	Did you sell any securities not reported on a Form 1099-B?	☐	☐
16.	Did you contribute property (other than cash) with a fair market value of more than $5,000 to a charitable organization?	☐	☐
17.	Do you have evidence to substantiate charitable contributions of $250 or more?	☐	☐
18.	Did you incur a casualty or theft loss during the year?	☐	☐
19.	Did you make any large purchases, such as motor vehicles or boats during the year?	☐	☐
20.	Did you or your spouse make a Roth IRA contribution or convert an existing IRA into a Roth IRA during the year?	☐	☐
21.	Did you make any withdrawals from an IRA, Keogh, SIMPLE, or SEP account?	☐	☐
22.	Did you or your dependents incur any post-secondary education expenses such as tuition?	☐	☐
23.	Did you have any expenses related to seeking a new job during the year?	☐	☐
24.	Were you or your spouse a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account or other financial account in a foreign country?	☐	☐
25.	Did you have any foreign income or pay any foreign taxes during the year?	☐	☐
26.	Did you or your spouse own any foreign financial assets?	☐	☐
27.	Did you create or transfer money or property to a foreign trust?	☐	☐
28.	Did you purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle during the year?	☐	☐
29.	Were you notified by the IRS or other taxing authority of any changes in prior years tax returns that you have not previously provided to us?	☐	☐
30.	Did you install any energy efficient property in your residence during the year?	☐	☐
31.	Have you been an identity theft victim and have you been assigned a 6-digit identity code by the IRS?	☐	☐
32.	Did you or your spouse make any gifts with a total (aggregate) value in excess of $14,000 to any individual(s) during the year?	☐	☐
33.	Did you or your spouse establish any trusts during the year?	☐	☐
34.	Did you or your spouse make any contributions to or withdrawals from Qualified State Tuition Plans (Section 529 plans) during the year?	☐	☐
35.	Would you like to meet with us to review your Estate Planning Documents, including Wills, Trusts and other documents?	☐	☐

36.	Have you learned that you are a beneficiary to an estate or trust?	☐	☐
37.	Do you want to allocate $3 to the Presidential Election Campaign Fund? Checking yes will not change your tax or reduce your refund.	☐	☐

By initialing below, I confirm that I have read through and answered all of the questions on this checklist to the best of my knowledge.

DATE: ___________ INITIALS: ________

<u>Financial Planning Questions</u>

	YES	NO
Are you currently working with an investment advisor to implement a strategy that factors in your risk tolerance, goals, objectives and beneficial tax strategies?	☐	☐
Would you be interested in discussing this further?	☐	☐
Have you created/updated your retirement plan or projection (including goals, contributions and tax beneficial distribution strategies, etc.)?	☐	☐
Do you plan to retire in the next five years?	☐	☐
Would you be interested in discussing this further?	☐	☐
Have you purchased or contemplated purchasing long term care insurance?	☐	☐
Would you be interested in discussing this further?	☐	☐
Have you reviewed your health insurance or Medicare supplement options?	☐	☐
Would you be interested in discussing this further?	☐	☐

If you would like to discuss your financial planning situation, please contact Brett Friedman, CFP, at 301-948-9825 x1222 or brett@deleonandstang.com

1. Marital status: ____
2. Current address: ____
   ____
3. Bank name: ____________________________________
   Routing number: ____________________________________
   Account number: ____________________________________
   Joint/Single: ____________________________________
   Savings/Checking: ____________________________________
5. Dependents:
   - Date of Birth: __________________________
   - Full name: __________________________
   - SSN: __________________________
7. Child care information:
   - Amount paid: __________________________
   - Child care provider: __________________________
   - EIN or SSN: __________________________
8. Unearned income information: ____
9. Cancellation of debt:
   - Amount : _____________________________________
   - Circumstances: _____________________________________
10. New business information: ____
    ____
11. Please provide detailed information: ____
    ____
12. Real estate transactions: ____
    ____
13. Principal balance of mortgage – End of Year: _______________
    Principal balance of mortgage – Beg. of Year: _______________
14. Principal balance of line of credit – End of Year: _______________
    Principal balance of line of credit – Beg. of Year: _______________
15. Please provide detailed information: ____
    ____
16. Please provide detailed information and a formal appraisal report prepared by a licensed appraiser. ____
    ____
18. Please provide detailed information: ____
    ____
19. Please provide amount of sales tax paid on purchase: ________________________________
    ____
20. Please provide detailed information: ____
    ____
21. Please provide detailed information: ____
    ____
22. Please provide detailed information: ____
    ____

23. Please provide detailed information: ____
____
24. Please provide detailed information: ____
____
25. Please provide detailed information: ____
____
26. Please provide detailed information: ____
____
27. Please provide detailed information: ____
____
28. Please provide a copy of the purchase invoice.
29. Please provide a copy of the notice.
30. Please provide a copy of the purchase invoice.
31. Please provide your Identity Theft PIN: ___________
32. Please provide list of gifts by individual and the date of gift: _________________________
____
____
33. Please provide a copy of the trust document(s).
34. Please provide detailed information or the year-end statements: ______________________
____
____
35. Please contact us at (301) 948-9825 to schedule.
36. Please provide detailed information: ____
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