



## 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



100 Lakeforest Boulevard, Suite 650  
 Gaithersburg, MD 20877  
 P: 301-948-9825  
 F: 301-948-3220

210 Wirt Street SW, Suite 102  
 Leesburg, VA 20175  
 P: 571-442-5220  
 F: 571-730-3669

[www.deleonandstang.com](http://www.deleonandstang.com)

Allen P. DeLeon, CPA, PFS  
 Richard C. Stang, CPA, PFS, ABV  
 Daniel L. Dellon, CPA, ABV, CFF  
 Bradly L. Hoffman, CPA  
 Jeanie Price, AAAPM

## 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.*

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

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 15. Did you sell any securities not reported on a Form 1099-B?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Did you contribute property (other than cash) with a fair market value of more than \$5,000 to a charitable organization?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you have evidence to substantiate charitable contributions of \$250 or more?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Did you incur a casualty or theft loss during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Did you make any large purchases, such as motor vehicles or boats during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Did you or your spouse make a Roth IRA contribution or convert an existing IRA into a Roth IRA during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Did you make any withdrawals from an IRA, Keogh, SIMPLE, or SEP account?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Did you or your dependents incur any post-secondary education expenses such as tuition?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Did you have any expenses related to seeking a new job during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Did you have any foreign income or pay any foreign taxes during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Did you or your spouse own any foreign financial assets?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Did you create or transfer money or property to a foreign trust?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Did you purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 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?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Did you install any energy efficient property in your residence during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Have you been an identity theft victim and have you been assigned a 6-digit identity code by the IRS?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Did you or your spouse establish any trusts during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Did you or your spouse make any contributions to or withdrawals from Qualified State Tuition Plans (Section 529 plans) during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Would you like to meet with us to review your Estate Planning Documents, including Wills, Trusts and other documents?   | <input type="checkbox"/> | <input type="checkbox"/> |

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: \_\_\_\_\_

### **Financial Planning Questions**

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

**If you would like to discuss your financial planning situation, please contact Brett Friedman, CFP, at 301-948-9825 x1222 or [brett@deleonandstang.com](mailto: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: \_\_\_\_\_  
\_\_\_\_\_