ironstone
Accounting • Tax

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Please use this basic checklist to aid you in gathering your tax documents for your 2017 tax return.

- If you are a new client, a copy of your 2016 tax return
- Any notices and correspondence you received from the IRS, state or local tax authority
- If you are a new client, we will need to make a copy of your driver's license
- If you are a new client, we will need social security numbers and birth dates for you and your dependents
- If you had a new baby, we will need a copy of the social security card
- Physical address (especially if you moved), telephone number and email address
- Signed Engagement Letter before we can begin working on your income tax return.

INCOME

- All 2017 W2s received for you and your spouse if you are filing jointly
- Form 1099-INT, 1099-DIV, 1099-B (all pages), 1099-S
- K-1s from partnerships, S corps, trusts
- Statements of distributions from retirement accounts (Form 1099-R)
- Statements of income from Social Security (Form 1099-SSA)
- Any Cancellation of Debt reported on 1099-C or 1099-A
- Records of other income which could include: unemployment, state tax refunds, gambling income & losses, spousal support/alimony received, jury duty, hobby income/expenses, prizes and awards
- Closing documents (the final HUD settlement statement) on any real estate transaction you had during 2017

DEDUCTIONS

- Any spousal support/alimony you PAID in 2017, including the social security number of the recipient
- Health Savings Account contributions and distributions, Form 1099-HSA and 5498-HSA
- Traditional IRA or Roth IRA contributions/year-end values reported on Form 5498 or December 2017 statement
- Moving expenses (costs including moving/storage for yourself and your belongings) if you moved more than 50 miles for business during the year (even if you were reimbursed).
- Health insurance information: did you purchase in the market place, employer provided, did you have health coverage all year? Please provide Form 1095-a, 1095-b, or 1095-c you received. You may need to login to your Healthcare.gov to download your 1095.
- Colleges attended, tuition, books/supplies/equipment, fees paid and Form 1098-T for all members of the family
- Student loan interest paid and Form 1098-E
- Details of estimated tax payments paid to IRS and state taxation authorities

BUSINESS, RENTAL AND FARM INCOME

- A copy of QuickBooks (if applicable) if you use this software to keep your business bookkeeping
- All income/expenses if you use some other method of bookkeeping (Balance Sheet, Income Statement and General Ledger or Excel)
- Copies of 2017 business bank statements if you have not reconciled your checking account

- Any 1099-MISC and 1099-K received for your business
- Records of all major purchases of $500 or greater for machinery, equipment, and furniture. Include date of purchase and item description
- Inventory records (beginning and ending inventory) and purchases
- Mileage logs for 2017. Include both total business and total miles you drove between January 2017 and December 2017

ITEMIZED DEDUCTIONS

- Medical expenses including co-pays, prescriptions, dentists, eye doctors, hospital, medical mileage
- Health insurance if paid out of pocket
- Long term care insurance premiums
- Mortgage interest paid Form 1098
- Real estate taxes if not included on Form 1098
- Personal property taxes
- State and local income taxes paid in addition to amounts withheld on pay checks
- Investment interest expenses including margin account interest and interest on investment property
- Total cash contributions to charitable organizations
- Records of non-cash charitable contributions including date and value of donated property
- Total volunteer miles driven in 2017
- Details of casualty theft or loss
- Union dues, job hunting expenses, unreimbursed employee expenses including travel, supplies, equipment, professional association dues, and non-commuting business miles
- Tax preparation fees, safe deposit box fees, investment advisor fees

CREDITS

- Dependent care expenses including amount paid, provider's name, address, telephone and tax id number
- Adoption expenses if you adopted or finalized an adoption in 2017
- Residential energy credits including costs for solar panels, geo-thermal and other energy efficient improvements like windows and doors
- If you received a First Time Homebuyers Credit in prior years, please make sure we have records of the original purchase and any correspondence from the IRS regarding the credit

Questions/Comments/Additional Information For Tax Preparer:

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