

**SETH ENTERPRISES, CPA**  
**COMPREHENSIVE TAX DOCUMENTS CHECKLIST**

**Please bring all applicable documents below for your tax appointment**

Completed Client Questionnaire (see attached)

**Income (original documents please):**

- Forms W-2: Salaries and Wages
- Forms W-2G: Gambling Income
- Forms 1099-INT: Interest Income  
List all foreign bank accounts and deposit balances as of 12/31/07
- Forms 1099-DIV: Dividend Income  
Include tax guide/information booklets received from each mutual fund  
List all foreign financial institution accounts and asset balances as of 12/31/07
- Forms 1099-B: Capital Gain and Loss  
Also need original cost of shares sold and acquisition date(s), stock splits  
If mutual funds sold and no basis provided by broker, provide year-end summaries from fund inception
- Forms 1099-G forms for prior year state tax refund
- Forms 1099-R forms for IRA rollover/distributions and Pensions and Annuities
- Forms 1099-MISC: Other income (e.g. royalties, prizes/awards, rental income, non-employee income)
- Form 1099-Q: Distributions received from qualified tuition programs
- Form 1099-SA: Distributions received from HAS/MSA plans
- Form 1099-LTC: Payments received for long term care
- Form SSA-1099: Social security benefits received
- Alimony receive/paid; name/social security number of recipient if paid
- Schedule K-1 from any partnerships, Sub-S corporations, trusts, and estates
- Business Income & Expenses (see page 3, if applicable)
- Rental Income & Expenses (see page 3, if applicable)
- Unemployment compensation
- Other income (Social Security Benefits-Form SSA, Directors' fees)

**Deductions:**

- Tax payments made to IRS and state (include payment dates and amounts)
- Moving Expenses (if move is related to job change)
- IRA, Roth IRA, SIMPLE 401(k), Keogh, SEP IRA contributions
- Penalty on early withdrawal of savings or CD's
- Forms 1098-E: Interest on Student Loans
- Forms 1098-T: tuition and fees paid to educational institution
- Medical/Dental Expenses paid if over 7.5% of income  
(Doctors fees, after-tax insurance premiums, prescriptions, mileage)

**COMPREHENSIVE TAX DOCUMENTS CHECKLIST**

- Forms 1098: Mortgage interest and real estate taxes paid
- Personal property taxes paid on automobiles
- HUD1 Settlement Statement for 2007 home purchase, sale, and refinance (2007 and prior years)
- Points and mortgage interest not reported on Form 1098.  
List name, address, Social Sec# of private lender (if applicable)
- Gifts to charity paid by cash, check or credit card for more than \$250 each  
List Name, Address, and amount for each charity
- Gifts to charity other than cash (valued at over \$500)  
List Name, Address, and Fair Market Value of goods donated to each charity  
Provide detailed list of goods donated and how value was ascertained
- Form 1098-C (for vehicle donations to charities)
- Child and Dependent Care Expenses  
List Name and Address of care provider, SSN/EIN, Amount paid per child
- Auto mileage if personal car used for job (other than commuting), or medical/charitable purpose)  
Provide make, model, year and date first used for the job  
List total, commuting, and business miles driven for unreimbursed employee expenses
- Auto expense (if deducting actual expense provide the following in addition to above)  
Purchase price, lease date and lease payments (if applicable), AAA club fees,  
gas, car washes, licenses, insurance, repairs, parking, tolls, etc

**Other:**

- New Clients:** Last 3 years Federal/ State income tax return and all supporting documents
- Voided check for account where refund should be deposited or payment taken out (optional)
- Legal documents for divorce decrees
- Federal, state or local tax correspondence received during the year

**COMPREHENSIVE TAX DOCUMENTS CHECKLIST**

**Business Income and Expenses (if applicable):**

- Legal documents for formation, sale or purchase of a business in 2007
- Business income
- Advertising expense
- Car and Truck expense (List auto make/model/yr, business, commuting, and personal miles)
- Insurance (other than health)
- Health insurance premiums paid by business owner
- Legal and professional services
- Travel, meals, and entertainment
- Office expenses
- Office supplies
- Utilities (telephone)
- Wages and payroll taxes paid
- Expenses for Business Use of Home  
Need area of home used for business, total area of home, insurance and PMI, utilities, HUD 1, and Real Estate Assessment Bill for fair market value of home
- Auto mileage deduction (provide make, model, year and date of first use in activity)  
List total miles, commuting miles, and business miles driven for each business
- Auto expense (if deducting actual expense provide the following in addition to above)  
Purchase price, lease date and lease payments (if applicable), AAA club fees, gas, car washes, licenses, insurance, repairs, parking, tolls, etc
- Other expenses not listed above

**Rental Real Estate Income and Expenses (if applicable):**

- Rental income
- Advertising Expenses
- Cleaning and maintenance
- Commissions
- Insurance
- Management fees
- Repairs
- Supplies
- Real estate taxes
- Mortgage interest
- Utilities (gas, water, elec.)
- Auto mileage deduction (provide make, model, year and date of first use in activity)  
List total miles, commuting miles, and business miles driven for each rental property
- Improvements (new windows, roof, appliances etc)
- Other expenses not listed above (HOA/Condo fees, snow removal fees)