SETH ENTERPRISES, CPA
COMPREHENSIVE TAX DOCUMENTS CHECKLIST

Client Name ____

Please bring all applicable documents below for your tax appointment

(check all boxes that apply)

- [X] **Completed Client Questionnaire**

INCOME (provide original documents please)

- [ ] Forms W-2: Salaries and Wages
- [ ] Forms W-2G: Gambling Income
- [ ] Forms 1099-INT: Interest Income
  If tax-exempt interest, provide **"% derived from your resident state muni-bonds"**
- [ ] Forms 1099-DIV: Dividend Income
  Ask broker/mutual fund for **"% of US Govt. Interest"** in the dividends
  Ask broker/mutual fund for **"foreign source income"** if foreign taxes paid
  Include tax guide/information booklets received from each mutual fund
- [ ] List of all foreign financial institution accounts and balances as of 12/31/11
- [ ] Forms 1099-A: Acquisition or Abandonment of Secured Property (if your home was foreclosed)
- [ ] Forms 1099-B: Capital Gain and Loss **(see page 2 for additional details required)**
- [ ] Forms 1099-C: Cancellation of Debt (if your home mortgage, home equity, or credit card/auto debt was forgiven)
- [ ] 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 HSA/MSA plans
- [ ] Form 1099-LTC: Payments received for long term care
- [ ] Form SSA-1099: Social security benefits received
- [ ] Alimony received/paid; name & social security number of recipient (if paid)
- [ ] Schedule K-1 from any partnerships, Sub-S corporations, trusts, or estates
- [ ] Business Income & Expenses **(if applicable see page 3 for additional details required)**
- [ ] Rental Income & Expenses **(if applicable see page 3 for additional details required)**
- [ ] Unemployment compensation
- [ ] Other income (Jury duty pay, prizes, Social Security Benefits-Form SSA, Directors' / executors' 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

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☐ Medical/Dental Expenses paid if over 7.5% of income
(Doctors fees, lab fees, dental/vision, prescription drugs, mileage, after-tax insurance premiums)

☐ Forms 1098: Mortgage interest statement

☐ Real estate taxes paid

☐ Personal property taxes paid on automobiles

☐ HUD1 Settlement Statement for 2010 home purchase, sale, and refinance (2010 and ALL prior years)

☐ Points and mortgage interest not reported on Form 1098. List name, address, Social Sec# of private lender.

☐ Cash gifts to charity for more than $250 each. List Name, Address, and amount for each charity

☐ Non-cash gifts to charity (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), medical, or charitable purpose
Provide make, model, year and date first used for the job
Provide total, commuting, and business miles driven for unreimbursed employee expenses

☐ Auto expense (if deducting actual expense provide the following **in addition to** above auto info.)
Purchase price, lease date and lease payments (if applicable), AAA club fees, gas, insurance, repairs, car washes, licenses, parking, tolls, etc

Sale of Stocks, Options, Bonds, and Mutual Funds, Business Property, Personal Residence:

☐ **Provide original cost of shares sold and acquisition date(s).** Also provide stock splits info (if applic.)

☐ If mutual funds sold and no basis provided by broker, provide year-end summaries from inception to date

☐ If Non-Qualified or Incentive Stock Options exercised/sold, provide grant & strike price & taxes withheld

☐ If primary home sold, provide HUD1 Settlement statements **for both the purchase and the sale of home**

☐ If business personal property sold/disposed, provide original cost, depreciation-to-date, and disposal date

Other

☐ **New Clients:** Last 2 years Federal/ State income tax return and all supporting documents

☐ Voided check for bank account where refund should be deposited or payment taken out (optional)

☐ Legal documents - HUD1 settlement sheets for home purchase, refi, or sale, divorce/ separation docs, other

☐ Federal, state or local tax correspondence received during 2011 (including notices of adjustments)

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Business Income and Expenses (if applicable):

- ☐ Legal documents for formation, sale or purchase, and registration of a business in 2011
- ☐ Business income
- ☐ Advertising expense
- ☐ 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 first used in the 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 auto info)

  Purchase price, lease date and lease payments (if applicable), AAA club fees, gas, insurance, repairs, car washes, licenses, 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 first used in the rental 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)

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