Tax Checklist

- Form W-2's (wages, etc.) or last pay stub for the year
- Statements for Social Security or unemployment income
- Form 1099 (interest, dividends, etc.)   Statements pertaining to any additional income (bank interest)
- Form 1099-Misc (business income or sub-contractor income)
- Form 1098 (mortgage interest) and property tax statements
- Form 1099-K (Merchant Card and Third Party Network Payments) if applicable.
- List of all estimated payments including date or a copy of cancelled checks showing the amount and taxing authority (IRS, Ohio, City or School District)
- List of all **CITIES** and **STATES** where business was done, wages were paid, or income was earned
- Statements for all off shore and/or foreign bank accounts
- Documents pertaining to sale of stock in 2011, including the cost basis and trade details. Brokerage statements from stock, bond or other investment transactions.
- Documents pertaining to receipt of investment distribution (1099-R, IRA, 401(k), etc.)
- Schedule K-1 (income/loss from partnerships, S Corporations, LLC, etc.)
- Closing statements pertaining to real estate transactions (HUD Form 1)
- New account information for direct deposit. Did you change Banks?
- All other supporting documents (schedules, checkbooks, etc.)
- Any tax notices received from the IRS or other taxing authority
- Totals for charitable donations - if over $250.00 refer to the Deductible Contributions Requirements and Valuation Guide on our website (www.wracpas.com)
- Unreimbursed business expenses, including mileage
- Social Security cards for new dependents

Schedule C Clients:

- Please bring summary documentation of income and expenses relating to your business

Schedule E Clients with Rental Property:

- Street address plus a summary of expenses and income from each individual property

New Clients:

- Please bring a copy of last year's tax return, including federal, state, local and school district