



# Income Tax Specialists, Inc.

Please bring the following information to your tax appointment:

YEAR: \_\_\_\_\_

## ALL TAXPAYERS

Please note, not all taxpayers will have all of the documents listed below. Please bring 100% of those items that you do have and cross out those items that do not relate to your current year tax situation.

Thanks!

Your Name	S.S. #	Birth date / /
Spouses Name	S.S. #	Birth date / /
Mailing Address	Home Phone Number	Work or Cell Phone Number
	E-mail Address	

## DEPENDENTS

NAME	S.S. #	Birth Date	RELATIONSHIP

Was there anyone else you contributed support to that resides in the U.S., Canada or Mexico?

NAME	S.S. #	Birth Date	RELATIONSHIP	% SUPPORTED	INCOME OF PERSON
					\$
					\$

## WORK RELATED CHILD OR DEPENDENT CARE EXPENSES

NAME OF CARE PROVIDER	S.S.# OR EIN	ADDRESS	AMT. PAID
			\$
			\$

If your CARE PROVIDER is an adult & works in your home, you are required to file W-2 forms by January 31. If you want us to prepare these forms, contact us right away.



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## ESTIMATED TAXES

CREDIT FROM PRIOR YEAR'S VOUCHER PAYMENTS	FIRST QUARTER (APRIL 15)	SECOND QUARTER (JUNE 15)	THIRD QUARTER (SEPT 15)	FOURTH QUARTER (JAN. 15)	TOTAL FOR YEAR
Federal \$	\$	\$	\$	\$	\$
State \$	\$	\$	\$	\$	\$

Marital status as of tax year end (Is this the same as previous year end?)

NEW CLIENTS: please bring a copy of your last year's tax return

### Tax Forms received from Employers and Financial Institutions:

All Forms W-2 from your employers

All 1099-INT forms from banks (to report bank interest)

All 1099-DIV forms from investments (to report dividends)

Capital gains / losses (1099-B and realized gains/losses statements, including basis)

Sale of real estate (Form 1099-S, settlement statement, cost basis)

Real estate transactions – all closing/settlement/Final HUD statements

Form 1099-G showing state refund from prior year

IRA and pension income (also withdrawals from 401(k) etc) (1099-R)

Social Security benefit income (Form 1099-SSA)

Alimony and unemployment income (Form 1099-G)

Long-term care (Form 1099-LTC)

Cancellation of debt income (Form 1099-C)

Gambling income (1099-Misc or W-2G, also, provide info on gambling expense)

IRA contributions

Tuition expenses reported on Form 1098-T



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Tuition plan contributions/withdrawals reported on Form 1099-Q

Student loan interest reported on Form 1098-E

Amounts and dates of all estimated (“quarterly”) tax payments

## **TAXPAYERS WHO ITEMIZE DEDUCTIONS**

Most taxpayers begin to itemize deductions when they own a home and have mortgage interest and property taxes. Some begin to itemize when their state income tax withholding or sales tax paid is above about 4,500 or so (look on your W-2 at Box 17). If you think you might be in this group, please prepare the following items:

Medical expenses (if they are significant)

Insurance premiums

Doctors and dentists

Prescription medications

Hospitalizations

Prescribed holistic treatments such as chiropractic, acupuncture

Medical equipment

Number of miles driven for medical purposes

Property real estate taxes

Vehicle registration fees (Ownership Tax in Colorado)

Gifts of money to charity (cash, check, charge) that you can substantiate

Gifts of goods to charity (in good condition, and if more than \$500 in value provide documentation)

Information on casualty or theft losses (including Ponzi scheme losses)

Unreimbursed expenses incurred as an employee – auto expenses, travel, meals, education, office, etc

Tax preparation fees paid

Investment expenses, safe deposit box