CHRISTINA CARTER TAX SERVICE
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Tax Year 2017 Organizer Checklist

PERSONAL

- ❑ New Client
  - Bring prior **3**-years tax returns
- ❑ Dependents
  - Bring Social Security or TIN cards with exact names & numbers
- ❑ Legal marital status on December 31
  - Single, Married or RDP
  - If spouse died during year, bring certified copy of death certificate
  - If legally separated, bring court papers.
  - If Registered Domestic Partner, bring certificate

HEALTH INSURANCE PROOF

- ❑ Form 1095-A, B and/or C
- ❑ Advance Premium Tax Credit amount received

IDENTITY THEFT PRECAUTION

- ❑ PIN letter from IRS &/or FTB
- ❑ Driver License or other state-issued ID card

INCOME

- ❑ W-2's & 1099's
- ❑ Tips & gratuities earned
- ❑ Interest earned (1099-Int)
- ❑ Dividends earned (1099-Div)
- ❑ **Earnings from foreign bank & financial accounts**
- ❑ Stock & mutual fund sales (1099-B)
- ❑ **Bitcoin & Virtual Currency Sales**
- ❑ Alimony or separate maintenance received
  - Bring court papers granting it
- ❑ IRA distribution(s)/ withdrawal(s) (1099-R)
- ❑ Pension & annuity distribution(s) (1099-R)
- ❑ Social Security or Rail Road benefits (SSA-1099, RR-1099)
- ❑ Unemployment (1099-G)
- ❑ Previous year's State tax refund (1099-G)
- ❑ Gambling, lottery, bingo, raffle & sweepstake (W-2G)
- ❑ Prizes & awards
- ❑ Jury duty pay
  - Amount turned into employer, if any
- ❑ K-1 income
  - Partnerships, LLCs & S-Corporations
  - Estates & Trusts
- ❑ Business – self employment
  - Income – total for year
  - Expenses – totals by categories
  - Major purchases – date, description & amount paid
  - # miles driven (business & personal) **per vehicle**
  - Parking & tolls
- ❑ Rental activity - **BY INDIVIDUAL PROPERTY**
  - Income – total for year
  - Expenses – totals by categories
  - Major purchases – date, description & amount paid
  - Remodel & major repair – same as above
  - # miles driven & tolls

ADJUSTMENTS

- ❑ Alimony or separate maintenance payments
  - Need ex-spouse name & Social Security #
  - Bring court papers granting it
- ❑ IRA contribution(s)
- ❑ Keogh, SEP & Simple contribution(s)
- ❑ Health savings account contribution(s)
- ❑ Self-employed health, dental, vision & long-term care insurance premiums
- ❑ Educator expenses
- ❑ Student loan interest(1098E)
- ❑ Reservists & performing artists expenses
- ❑ Job-related moving costs
  - Transporting & storing household goods & personal effects
  - Travel & lodging from old to new home
  - Employer refunds

POST-HIGH SCHOOL EDUCATION

- ❑ Tuition & fees (1098-T)
- ❑ Books, supplies & equipment
- ❑ Scholarships, Grants & Fellowships
- ❑ Education Savings Funds (Coverdell, EE & I Bonds)

CHILD CARE

- ❑ Amount paid - **per child**
- ❑ Provider(s) name, address, **phone #**, Social Security or business **I.D. #**

EMPLOYEE STOCK OPTIONS

- ❑ Form 3921 – ISO
- ❑ Form 3922 – ESPP
- ❑ Pre-IPO – 83(b) Election
- ❑ Confirmation of Exercise
- ❑ Trade Confirmations
- ❑ Brokerage Statements
- ❑ Any & all information from employer about plan(s)

HOME OFFICE

- ❑ Square footage of home
- ❑ Square footage of office area used regularly and **exclusively** for business
- ❑ # months used for business
- ❑ Day care - # hours for year
- ❑ Rent or mortgage interest & property tax
- ❑ Utilities, insurance, repairs & maintenance

PURCHASE OF HOME OR INVESTMENT REAL ESTATE

- ❑ Buyer's escrow papers

SALE OF HOME OR INVESTMENT REAL ESTATE

- ❑ Seller's escrow papers
- ❑ Original purchase papers
- ❑ List of improvements & costs

FORECLOSURES, SHORT SALES & ABANDONMENTS

- ❑ Same steps above **PLUS**
- ❑ Form 1099-A
- ❑ Form 1099-C

MEDICAL

- Health, dental, vision, long term care & Medicare Parts B & D premiums
- Doctors, physicians, surgeons, dentists, physical therapists & psychiatrists
- Chiropractors, acupuncturists & nursing help
- Hospitals, labs & x-rays
- Co-pays &prescription drugs
- Glasses, contact lenses, hearing aids, braces, crutches & wheelchairs
- Laser/eye surgery & teeth implants procedures
- Treatments for drug, alcohol & smoking addictions
- Medical equipment
  - Buy, rent, repair & maintain
- Guide & service dog
- # medical miles driven
- Parking & tolls
- Insurance refunds

TAXES

- Personal property
  - Annual registration for auto, truck, van, motorcycle, mobile home & boat
- Real estate
  - Personal residence, vacation home, cabin, time-share & land
- Previous year's State/Local balance due paid
- Estimates paid (Federal and/or State/Local)
  - Dates & amounts
- Household worker(s)
  - Taxes withheld
  - Employer taxes

INTEREST

- Mortgage (1098)
  - 1st & 2nd loans
  - Home equity line-of-credit
  - Primary & 2nd home
- Points/Loan Origination Fees
  - Original purchase
  - Refinance
  - Home Improvement
  - Seller-paid points
- Qualified Mortgage Credit Certificate (MCC)
- Prepaid Mortgage Insurance premiums (PMI)
- Investment & Margin Interest

CHARITY

Only 501(c) qualified non-profit organizations

No crowdfunding (GoFundMe, Kickstarter)

. **No political or lobbying endeavors**

- Monetary contributions
  - **ONLY cancelled <u>checks, credit cards,</u> payroll deductions & written receipts count**
  - **If a <u>single</u> contribution is $250 or more, the charity <u>must</u> give a written receipt/letter**
- Non-cash donated items
  - <u>Min</u> **GOOD** condition
  - Written receipt from organization with name, date, list of items & value of donation
    - Thrift store/garage sale value
  - Over $5,000 written appraisals required
  - Autos, Boats, etc.
    - **If claiming more than $500, the charity must state on Form 1098-C the date & amount they sold it for.**
- Volunteer work
  - Out-of-pocket expenses
  - # miles driven
  - Parking & tolls
  - Out-of town travel, meals & lodging
  - Organizational uniforms & cleaning costs

WORK RELATED, NOT REIMBURSED OUT-OF-POCKET EXPENSES

- Job seeking
  - Employment agencies
  - Resume service, printing, postage, supplies, newspapers
  - Out-of-town travel, car rental, lodging & meals
- Continuing professional education (CPE)
  - Tuition, books & supplies
- Licenses & permits (nurse, doctor, teacher, contractor & upgraded driver's license classification)
- Accredited teacher / educator expenses
  - Classroom books, materials, supplies & teaching equipment
- Malpractice insurance (E&O)
- Work/Industry related publications & subscriptions
- Entertainment & gifts
- Telephone & communication
  - Pager & beeper
  - Cell phone - business %
  - Land line – long distance only
- Vehicle - **Per** vehicle used
  - Total miles for job seeking, education, errands, meetings
  - Grand total miles driven for year
  - Grand total commute miles
  - All vehicle related expenses

MISCELLANEOUS

- Union & professional dues
- Uniforms & cleaning
- Work tools & supplies
- Safe deposit box annual fee
- IRA annual custodial fee
- Financial planner expenses
- Brokerage firm advisory fees
- Gambling losses

MAJOR CASUALTY/ THEFT/ ACCIDENT LOSS

- Police & insurance reports
- Documentation & photos
- Original property cost
- Property value at the time
- Property value after incident

FOREIGN ASSETS, BANKS, SECURITIES & BROKERAGE ACCOUNTS

- If you have a financial interest in or signature authority over any kind of account(s) in a foreign country(ies), you must
  - Reveal the country(ies) on your tax return
  - Report any earnings and distributions
- BitCoin & Virtual Currency is considered a reportable foreign account
- If the combined value of the account(s) is $10,000 or more, you must submit FBAR Form 114 at the FinCen website by April 15 each year
  - http://bsaefiling.fincen.treas.gov/main.html
- If the combined value of all assets owned & financial account(s) is $50,000 or more, Form 8938 must be completed and submitted with your tax return
  - Contact us for draft form to complete & instructions