What Documents Do We Need:

- Our worksheets completed and signed (We can mail, email or portal them to you. They are also on our website: www.allaboutnumbers.com under the resources on the upper right, Downloadable Resources.)
    - From Everyone:
        - Engagement Letter – one per tax return filed
    - From Individuals:
        - Client Intake Form
        - Driver's License or copy (both spouses if married filing joint)
        - Interview Questions – Individual with any docs related to YES answers
        - If a homeowner with a loan(s), Mortgage Worksheet complete with supporting documents (1098, improvement expenses, refinance, purchase, sale documents)
        - If claiming any dependents, Dependency Due Diligence and required supporting documentation (See sample documents form)
        - If Head of Household, Head of Household support worksheet
        - If a person on the return or in the family is in college, Education Due Diligence and supporting documentation (1098T, 1099Q, receipts for books, etc)
        - If Clergy, Housing Allowance Worksheet and Clergy Questions
    - From Business owners, Landlords, Farmers:
        - Interview Questions - Business
        - Mileage/1099 Release Statement
- Names, social security cards and birthdates for all persons on tax return if a new client or if you have new additions
- If your kids worked, their W2's – they may or may not be your dependent, and we need to know their income for various components of your return.
- Tax Documents for all sources of income
    - W2s (wages), W2G's (Gambling Income), 1099G Unemployment, Tax Refunds
    - 1099s (miscellaneous income, interest income, dividends, brokerage statements)
    - 1099Rs (retirement income from pensions, IRA's and 401(k), etc.) -Alimony Received -Social Security/Railroad Retirement 1099SSA or 1099RRB
- Stock sales/Employee Stock purchases –
    - date of purchase/date of sale
    - purchase$/sales$ **(have broker email realized gains/losses sheets in Excel Format if possible!)**
    - Any Employee Stock option paperwork and final paycheck stub for the year
- Business income/expenses, Profit and Loss or Quickbooks Accountant's Copy with passwords and version listed. If you use Quickbooks online, please add us as your accountant if you have not already done this. If you use another system, we will need detailed reports for certain accounts. Your preparer will let you know which ones we need.
        - Provide a complete profit and loss and balance sheet for your business
        - OR detailed listings of all items of income and expenses, by category of expense
        - Additional Forms are available on our website
- Rental Income and expenses (we have various organizers/checklists for these online)
- Itemized deductions

    - Medical expenses paid (Prescriptions, copays, insurance, doctors/dentists etc.) if more than 7.5% of your income
    - Taxes (limited for federal to $10,000; unlimited for state on deductible items)
        - Sales tax or state taxes paid (any big purchases this year?)
        - DMV registration (VLF)
        - Property Taxes – property tax statements even if on mortgage
    - Mortgage Interest
    - Charitable deductions
        - Cash/check/charge (Provide statements from organizations – we save these for you in case of audit, which is common on amounts over $250)
        - Stuff (see out video blog on how to value!) -Mileage for volunteer/charity work -Out of pocket volunteer costs
        - Car – 1098C or equivalent from charity, value of $500 or, if more, proof of what charity got for the car from charity
    - Miscellaneous Deductions/Unreimbursed Employee expenses – STATE ONLY
        - Uniforms -Job Supplies -Education - Union Dues –Insurances
        - Memberships/Subscriptions-Tools- Uniform Maintenance
        - Safety Equipment- Job Seeking Expense-Tax Preparation Fees (Can use on rentals, farms, businesses federal) -Safety Deposit Box
    - Gambling Expenses (if you have gambling winnings, up to the gambling winnings – a detailed by day win/loss statement could be VERY helpful)
    - Casualty Loss Information if involved in a presidentially declared disaster area
- Credit/Deduction Information
    - Name, tax Id, Address, Phone, $ Paid to Daycare provider (even if reimbursed by employer!)
    - Student Loan Interest 1098E *Alimony paid and date of divorce *IRA/ROTH IRA funding
    - Health Insurance-1095A/1095B/1095C related to health insurance coverage
    - Solar Receipts for solar purchase – there is no credit for leasing –
    - Health Savings Account contribution information (W2, statements and after 5/15 5498SA and distribution (1099SA)
- Direct Deposit Information (Account #, Routing #, type of account)
- Estimated Tax Payments federal and state(s) dates and amounts
- IP PIN Letter if you have received one from the IRS (if you have previously been a victim of ID theft or have filed a Form 14039 with the IRS.)
- If new to All About Numbers, last 2 year's tax returns including any depreciation and carry over schedules, federal and states
- If you used your vehicle for work, business, rental or other deductible purpose, please provide odometer readings, miles driven for the year total, and miles driven for each deductible purpose. (MileIQ reports can also be accepted.)
- ANY OTHER documents related to your tax return – if you are not sure, bring it with you!
- If you are a returning client, we will email an organizer to you for reference of items and amounts on last year's return. Even if you fill out the organizer, we will still need the source documents. Sometimes we find relevant items on the documents clients did not realize were relevant.