2014
CHECKLIST FOR ACCUMULATING INCOME TAX DATA

Please check if included	
1.	Tax notices received from the IRS and Franchise Tax Board?
2.	All W-2 forms on wages earned.
3.	All "1099's" on dividends, interest earned, commissions, other payments and debt cancellations.
4.	Tax-exempt interest and dividends earned.
5.	Brokerage statements for stock transactions along with monthly reports.
6.	Summary of rental income and itemized list of rental expenses.
7.	Schedules of K-1's from Partnerships, S Corporations, Trusts and Estates.
8.	Escrow statements for purchase or sale of real property.
	(a) Real Estate Withholding Tax Statement (California Form 593), if applicable.
9.	Information regarding any unemployment insurance benefits received.
10.	Self-employed:
	(a) Cash receipts and disbursement journals and general ledger.
	(b) Accountants copy of QuickBooks or Backup of Quicken data on disk.
	(c) All other appropriate business records (i.e. payroll and sales tax reports).
	(d) Detail of payments for personal services of $600.00 or more (Form 1099's due by February 2, 2015).
11.	Contributions to Traditional, Roth and Educational IRA, pension, or profit sharing plan.
12.	Statement of social security payments received from the Social Security Administration (1099 SSA).
13.	Bartering income.
14.	Summary of alimony paid or received.
15.	Unearned income (interest, dividends, etc.) of dependent children if over $1,000.
16.	Provide information and documentation regarding healthcare coverage for you and your dependents for the full year such as the following forms:
	(a) Form 1095-A Health Insurance Marketplace Statement.
	(b) Form 1095-B Health Coverage or
	(c) Form 1095-C Employer Provided Health Insurance Offer and Coverage
17.	If you received a Health care coverage exemption certificate we will need a copy of this document.
18.	Summary of personal deductions:
	(a) MEDICAL:
	(1) Medical insurance premiums;
	(2) Doctors and dental bills;
	(3) Prescriptions and drugs;
	(4) Hospital, lab or x-ray fees;
	(5) Medical aids (eyeglasses, etc.);
	(6) Medical travel (miles)
	(7) Lodging while away from home to obtain medical care.
	(8) Long-term care insurance
	(b) TAXES:
	(1) Federal and State income tax payments including payments made in January 2015 that apply to 2014;
	(2) Real and personal property taxes paid
	(3) Personal property taxes;
	(4) DMV fees (auto license);

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	(c) INTEREST:
	(1) Home mortgage (Form 1098);
	(2) Home mortgage refinancing contracts.
	(d) CONTRIBUTIONS (List by each donee, indicate if cash).
	(1) Cash donations of less than $250 per donee (cancelled check or receipt).
	(2) Cash donations of $250 or more per donee (written acknowledgement from charity).
	(e) MISCELLANEOUS:
	(1) Child care expenses (baby-sitter or nursery with the Tax ID#, address and telephone number) of the provider;
	(2) Safe deposit box or other investment expenses.
	(3) Casualty Losses:
	(a) Indicate insurance proceeds recovered on loss;
	(b) Date of loss;
	(c) Amount of loss.
	(4) Union dues.
	(5) Itemized list of employee business expenses:
	(a) Meals;
	(b) Supplies and other business expenses;
	(c) Entertainment and promotions (with documentation);
	(d) Automobile log (business miles driven and total of all miles for year);
	(e) All auto expenses incurred (gas, oil, lubes, repairs, etc.).
	(f) Teacher's classroom expenses.
	(6) Summary of moving expenses, if job or business related and distance from your old home to new work is at least 50 miles.
19.	Gifts made in excess of $14,000 to one individual.
20.	At any time during the year did you have an interest in or signature authority over a financial account in a foreign country?
21.	Do you want to allocate a portion of your taxes to the presidential campaign fund?
22.	Note changes in address, occupations, dependents, filing status, etc.
23.	Social security numbers of dependent children and date of birth.
24.	Tuition and education expenses (IRS Form 1098T) and student loan interest (IRS Form 1098E).
25.	Distributions/withdrawals from a Educational IRA (Coverdell Education Savings) or Qualified Education Program (529 plan), (IRS Form 1099-Q).
26.	California taxpayers are required to report and pay California use tax on out of state purchases that California sales tax hasn't been paid. Please contact us if you need the form or visit www.tshb.com/salestax.htm.
27.	If you want direct deposit of any refund, provide a copy of a check or name of bank, account # , routing # and type of account saving or checking.
28.	Do you want to paper file or E-file your tax return?
29.	Please bring your signed Engagement Letter to the tax interview if you haven't already mailed it back to our office.