

CHECKLIST

Information needed for
Tax Appointment



845 E Warner Road, Suite 100
Chandler, AZ 85225

Office: 480-775-3887 * Fax 480-775-4013

www.sunincometax.com

PERSONAL INFORMATION

New address / Telephone Numbers/E-mail

New client: Names, Social Security cards, DOB's of all family members. **Current Client:** new family member NAMES, Social Security cards, DOB's

Earned Income Credit (EIC) eligibility documentation:

Qualifying child:

- Birth certificate showing parent(s)
- Paperwork establishing niece/nephew relationship
- proof of living in home over half the year

Residency of Qualifying Child(ren):

- School records or statement
- Placement agency statement
- Landlord statement
- Medical records

Disability of Qualifying Child(ren):

- Doctor statement
- Healthcare provider statement
- Social services agency statement

Documents confirming business income:

- Business license
- Forms 1099
- Records of gross receipts
- Taxpayer summary income
- Records of expenses
- Bank statements
- Reconstruction of income and expenses

Health Insurance Forms needed:

- 1095 Forms issued to taxpayer for tax return:
 - 1095A issued by Healthcare.gov marketplace
 - 1095B issued by private health insurance company
 - 1095C issued by Employer health insurance

INCOME STATEMENTS

- All W-2 Forms
- Bank Interest & Dividends Earned
- Amount of State Refund or Payment
- Pension and/or IRA Distributions
- Gambling Winnings (or Loss) Statements
- Unemployment Compensation
- Social Security Statements
- Stock Transaction & Cost Basis Reports
- Sale of Your Home or Real Estate
- Native American Per Capita Income Statement

EXPENSE STATEMENTS

- Medical Expenses: Doctor, Dentists, Prescription & Hospital Co-pays, Post-Tax Insurance Premiums Paid
- Sales Tax paid on Large purchase items (car, etc.)
- Vehicle Registration Fees
- Real Estate Taxes
- Mortgage Interest Paid
- Closing Papers—Home purchase or Refi (HUD-1)
- Cash & Non-Cash Charity Receipts
- Tax Preparation Fees Paid
- Non-Reimbursed Work-Related Expenses
- Child Care Expenses
- Student Loan Interest Paid
- Investment Expenses
- Job-Hunting Expenses
- Adoption Fees
- Alimony Paid
- IRA or Other Retirement Plan Payments
- Moving Expenses
- AZ State Schools/Working Poor Tax Credit Receipts

SELF-EMPLOYMENT DATA

- Business Income (1099-Misc or 1099-K, Personal Records)
- Partnership (Sch.K-1) Income
- Business Related Expenses-TOTALS by Category
- Employment and other Bus. Taxes Paid

RENTAL PROPERTY DATA

- Rental Income Received
- Mortgage Interest Paid
- Real Estate Taxes Paid
- Renovation and Repair Costs
- Homeowner Association Dues
- Homeowner Insurance Paid

NEW CUSTOMERS BRING COPY OF PRIOR YEAR RETURN