2016 What to Bring List

Ready to for a productive, stress free tax season this year?

Get started by providing the following when Taxes at Work is onsite:

- Your name, your spouse's and children (if applicable)
- Occupation for you and your spouse
- Address
- Contact number and email
- Your date of birth, your spouse's and children (if applicable)
- Social Security number for you, spouse and children (if applicable)
- If refund, Direct Deposit? (if so, please provide a voided check)
    - Bank Name
    - Checking or Savings Account?
    - Account Number
    - Routing Number
- **Would you like the IRS and State Tax Authority to directly communicate with Water Street Associates on your behalf? Yes / No (circle one)**

Documents to have available:

1. Prior year federal and state income tax returns (prior three years- 2012, 2013 and 2014)

2. Any IRS or state notices received? (Please have available)

3. Current Year Information:
    - W-2, Wages, Salaries
    - 1099s Interest and/or dividend income
    - 1099 B, Capital gain/loss transactions
    - State tax refund 1099
    - Alimony received/Paid
    - Any self-employed income and related expense (i.e. schedule C income)
    - IRA contributions or distributions? (ROTH conversion in 2010)
    - Rental income (i.e. schedule E income)
    - Health care coverage all year? Yes/No Please provide relevant forms for proof of coverage (Form 1099-HC, 1095-B, 1095-C)

Itemized deductions (if applicable):

- Medical and dental expense paid out of pocket
- Real estate tax
- Personal property tax (i.e. auto or boat excise tax paid)
- Form 1098, home mortgage interest
- If you have a home loan, is the **outstanding mortgage great than $1.1 Million**?
- Charitable contributions made (cash and non-cash)
- Prior year tax preparation fee

4. **Have you purchased or sold a home? If so, please provide the following:**

- ***If Purchased Home***:
  - Settlement Statement
  - Date purchased (relevant to determine first-time homebuyer credit)
  - Points paid, if any

- ***If Sold Home***:
  - Settlement Statement
  - Original purchase price of home (settlement statement when purchased, if available)
  - Date purchased
  - Cost of renovations/improvements- pre-sale

5. **Do you pay for child and dependent care expense?** Please provide the following for the person or organization that provided the care:

   - Name of Provider
   - Address
   - Identification Number (Social Security Number or Employer Identification Number)
   - Amount paid

6. **Did you move in or out of state during the year?** If so**,** please provide the following:

   - Date(s) and State(s) moved to/ from
   - Moving costs if related to a new job or business – note whether costs were reimbursed or paid by your employer.
   - Moving costs include you and members of your household. They include travel and cost of packing, crating, and transporting your household goods.

7. **Did you make or plan to make an IRA contribution for 2015?**

   - If so, please provide amount contributed and Form 5498, if applicable.

8. **Parents with college kids, you may qualify for an educational credit. Provide the following:**

   - If possible, a summary of tuition payments made for the year
   - Qualified education expense, include: tuition, student-activity fees and expense for course-related books, supplies, and equipment. These items are included in the educational credit calculation **only** if the fees and expenses **are directly paid to the institution** as a condition of enrollment or attendance.
   - **Expenses that do not qualify for credit**: insurance, medical expense (student health fees), room &

board, transportation.

9. **Unemployment Compensation? Have you received Form 1099-G?**

   - Keep in mind that unemployment benefits are taxable

10. **Any Student loan interest? Provide copy of Form 1098-E, if available**

11. **Do you have any foreign bank accounts or foreign investments?**

   - If so, do you have signature authority of foreign account with a value that exceeds $10,000 at any time during the year?

QUESTIONS?

Please contact Michael Kaplanidis, CPA, at mk@waterstreettax.com or 617.515.3681