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## **Tax Interview**

### **List of Required Information**

Please bring the following documents for our tax interview:

*Last year tax return (new clients only)*

#### *Income*

1. W-2 forms (Annual compensation summary from your employers)
2. W-2G (Gambling winnings, prizes, awards)
3. 1099-G (Unemployment compensation, state refunds)
4. 1099-Int forms (Interest income from banks and other financial institutions)
5. 1099-Div forms (Dividend income from banks and other financial institutions)
6. 1099-B forms (Proceeds from sale of stocks, bonds, mutual funds, other securities)
7. Broker Statements (Year-end summaries)
8. 1099-Misc forms (Annual self-employment income)
9. 1099-R forms (Distributions, rollovers and transfers from retirement accounts)
10. 1099 forms for other sources of income
11. K-1 Schedule (Partnership, S-Corporation, LLC and Trust pass-through income)
12. SSA-1099 (Social Security Income Statement)
13. Proof of any other income

#### *Expenses*

14. 1098 forms (Statements from your mortgage companies)
15. Settlement sheets (Received when a house is bought, sold, refinanced)
16. Real Estate Tax statement from a county
17. Charitable donation receipts
18. 1099-T (Reported tuition payments)
19. 1099-E Tuition loan interest letter

Additionally, please prepare the following information:

*SSNs or ITINs and birthdates for all members of the household (new clients only)*

#### *Income*

20. Alimony received
21. State refund from prior year
22. Self-employment income not reported on 1099 form
23. Rental income
24. Foreign earned income

#### *Expenses*

25. Estimated tax payments
26. Moving expenses (change of residence due to new employment)
27. Educator expenses
28. Retirement plan contributions (Traditional, ROTH, SEP, KEOGH, SIMPLE)
29. Alimony paid
30. Child care expenses (Including name, address, tax ID # of the caregiver)
31. Medical Expenses (including health insurance premiums and MSA)
32. Long-Term Care Insurance
33. Educational expenses
34. Charitable contributions
35. Self-employed business expenses
36. Business use of home (list all house expenses – rent, utilities, security, repairs etc)
37. Cost basis for sold stocks, bonds, mutual funds and other securities.
38. Unreimbursed employee expenses
39. Gambling losses
40. Foreign taxes paid