**INCOME ITEMS**

□ Wage statements/ W-2; 1099-MISC form

□ Affordable Care Act Forms -1095 A, B or C

□ Pension, Retirement, Annuity, and IRA distributions/ IRS Forms 1099-R

□ Interest and Dividends/ IRS Forms 1099-INT and 1099-DIV

□ Statements on Purchases and Sales of Stocks and Bonds/ IRS 1099-B forms

□ Forgiveness (Cancellation) of Debt – IRS Form 1099-C

□ Commissions or Royalty Income

□ Lottery and/or gambling winnings/ IRS Form W-2G

□ State refund amount from prior year/ IRS Form 1099-G (may only be available from state website)

□ Social Security benefit statement

□ Unemployment compensation income statement from the state/ IRS Form 1099-G

□ Rental property income and related expenses

□ Alimony received

□ Sale/Purchase of residential property, (Please include settlement statement)

□ Trust and estate income

□ Self-employed business income and expenses (Forms will be sent based on last year’s filing)

□ Partnership and/or S-Corp profit and loss from IRS K-1 form(s)

**ADJUSTMENTS TO INCOME**

□ IRA contributions **(Deductible only if you do NOT have a pension or other 401(k) account type)**

□ Student loan interest

□ Tuition and fees paid

□ Educator expenses (Teachers and administrators for Kindergarten through Grade 12 only)

□ Moving expenses related to job change

□ Alimony paid

□ Self-employed health insurance premiums (allowable adjustment based on your age)

□ Healthcare Savings Account (MSA) contributions

□ Penalty on early withdrawal of savings

□ Contributions to Keogh, SEP, Simple, and single 401(k) plans **(Self-Employed Plans)**

□ Jury duty fees reimbursed to your employer

**DEDUCTIBLE EXPENSES FOR THOSE WHO MAY ITEMIZE**

**MEDICAL AND DENTAL (less any insurance reimbursements)**

□ Medical and dental insurance premiums and co-payments

 (Note: Medicare Part B and Part D premiums withheld will appear on your Social Security Statement)

□ Long-term care insurance premiums

□ Medical services (including home health care aides not covered by any insurance)

□ Dental services including dentures and implants

□ Medical treatments (e.g. laser and cataract eye surgeries, x-rays, chemotherapy, psychotherapy)

□ Prescriptions and other doctor prescribed medications (e.g. insulin)

□ Medical supplies and equipment (e.g. hearing aids, C-PAP machines)

(batteries, repairs & maintenance are also included)

□ Nursing home and some assisted living facilities expenses and nursing fees

□ Physical therapy, acupuncture, chiropractic and rehabilitation services

□ Doctor recommended, health-related programs (e.g. stop smoking, weight reduction, exercise)

□ Medical portion of monthly service fees paid to a retirement community

□ Eyeglasses and contact lenses and supplies used with contacts

□ Orthopedic shoes and other types of physician prescribed orthotics

□ Laboratory tests

□ In-Hospital services

□ Education for the physically and mentally disabled

□ Home improvements for medical conditions including air-conditioners for allergies

□ Service dog, related vet fees and expenses for medically approved conditions

□ Cosmetic surgery for deformity relating to a congenital abnormality, accident or disease

□ **Doctor Prescribed** Over-the-Counter medicines and supplies

□ Medical transportation (**auto mileage, taxi, bus, ambulance, car service**)

□ Travel and lodging for medical purposes

□ **NOTE:**

 You can deduct medical expenses you pay for someone else (who is a U.S. resident) as long as the payment is made payable to the doctor or the institution. Giving money to someone to pay their medical bills is considered a **PERSONAL GIFT and is NOT deductible**.

**TAXES**

□ State and local income taxes (reported on most W-2 forms)

□ Estimated taxes paid (federal and state)

□ Real estate taxes paid

□ Other property taxes paid (e.g. sewer)

□ Foreign taxes paid (may be shown on your investment statement)

□ Sales taxes on major purchases (e.g. car, boat, jewelry, appliances, etc.)

□ Estate taxes paid

**INTEREST EXPENSE**

□ Mortgage Interest (reported on most 1098 forms)

□ Home equity loan interest

□ Mortgage Interest Premiums (Points must be paid from the taxpayer’s own funds at settlement)

□ Loan interest to carry investments (Margin Accounts)

**CHARITABLE CONTRIBUTIONS**

□ Donations, gifts, and bequests to IRS approved charities

(Must be substantiated by cancelled checks or bank statements for direct debits. Detailed receipts from the charity for donations of $250 or more.)

□ Contributions of clothing, furniture, books, computers, equipment, and food to IRS approved charities **(must be substantiated by receipt from the charity). We have provided the attached worksheet form to assist you in providing this information. DO NOT write general statements, i.e. 5 bags of clothing, etc. This is not an acceptable form of identification.**

□ Mileage while volunteering for the charity

**CASUALTY AND THEFT**

□ Personal property losses caused by storms, fires, or other natural disasters

□ Personal property losses caused by theft

 (All losses claimed are after any insurance reimbursement)

**OTHER ALLOWABLE DEDUCTIONS**

□ Union and professional dues

□ Job-related education courses, books and supplies, and transportation

□ Work clothes **(required for your job, e.g. uniforms)**

□ Unreimbursed work related expenses **(meals, entertainment, travel, periodicals & books, etc.)**

□ Job search expenses **(travel, lodging, meals, employment agency fees, resumes, supplies, etc.)**

□ Investment related expenses **(phone, postage, supplies, etc.)**

□ Tax preparation, representation and audit related fees

□ Financial planning consulting fees

□ Occupational license fees

□ Safe deposit box rentals for investments

□ Gambling losses to the extent of gambling winnings

□ Legal fees for collecting taxable income or keeping a job

□ Child care expenses **(name, address and tax-id number of caregiver/school/camp are required)**

□ Adoption expenses

**FOREIGN BANK ACCOUNT INFORMATION:**

The IRS has increased oversight regarding foreign bank account information. **We have provided**

**you with the attached worksheet form to assist you in providing this information.**

Please note that if you participate in on-line gambling, many of these on-line gambling sites are

operated in foreign countries. If your account is considered a foreign bank account then balances

over $10,000 dollars are required to be reported.

We assist all our clients in filing the required information forms timely. This information must be

filed electronically and no paper returns are permitted. We will provide you with a copy of your

filing confirmation.

**IMPORTANT REMINDERS:**

1. For those who have welcomed new additions to the family, we will need the dates of birth

 and the Social Security Numbers.

1. For those who suffered the loss of a spouse, please provide a copy of the death certificate.
2. For those whose filing status changed due to a divorce or legal separation, please provide a

copy of the divorce decree or separation agreement.

1. For those who have **bought and/or sold a primary residence or any other real estate** during 2016, we will need a copy of the Closing Statement.

5) Please provide a copy of your last pay stub since there may be information and additional deductions which can be used to assist with your tax return.

6) Let us know if you wish to make Regular IRA or ROTH IRA Contributions for 2016.

 **the IRS now requires this information to be reported.**

**As always, please do not hesitate to contact us, if you have any questions or concerns regarding any items of income, allowable deductions, or any other tax and financial issues.**