

# Returning Client Tax Checklist

Please supply the following applicable documentation.

- Social Security Card for Anyone Not on 2008 Return (new baby, new spouse, etc...)
- Driver's License(s) or Other Suitable Picture ID for New Spouse
- Dates of Birth or Death for Anyone Not on 2008 Return
- Banking Information if Direct Deposit of Your Refund is Desired

## **Reporting Statements for the Following Income:**

- Wage Statements (W-2)
- Interest Income (1099-INT)
- Dividend Income (1099-DIV)
- State Income Tax Refund Amount if You Itemized in 2008 (1099-G)
- Pension or Retirement Income (1099-R)
- Sales of Stocks, Bonds, or Mutual Funds (1099-B)
- Royalty Income (1099-MISC)
- Partnership, Trust, Estate & S-Corporation Income (Form K-1)
- Social Security Statements (Form SSA)
- Gambling & Lottery Income (1099-G)
- Contract Income (1099-MISC)
- Worker's Compensation
- Unemployment Compensation
- Disability Income

## **Income Related to the Following:**

- Alimony Received
- Prizes, Bonuses, & Awards
- Unreported Tips
- Jury Duty
- Exempt Interest
- Foreign Income
- Other Income (including Non-taxable)

**Income & Related Cost or Expense for the Following:** (Note: do not deduct cost or expense from income; furnish them separately.)

- Real Property Sales (furnish closing papers for both purchase & sale)
- Installment Sales
- Rental Activities
- Farm & Ranch Operations

## **Adjustments, Deductions, Credits, & Payments for the Following:**

- Contributions to IRAs & Other Retirement Accounts
- Student Tuition (1098-T)
- Education Expenses

- Student Loan Interest (1098-E)
- Educator Expenses
- Medical/Dental Expenses
- Real Estate Taxes Paid (for 2008, both itemizers & non-itemizers)
- Sales Taxes Paid
- Mortgage or Home Equity Loan Interest Paid (1098-)
- Cash & Noncash Charitable Contributions (All contributions must have corresponding documentation)
- Child Care Expenses (List separately for each child; include name, address, Fed. ID number, & amount paid to each provider)
- Unreimbursed Employment-Related Expenses (List expenses separately for each spouse)
- Gambling & Lottery Expenses (Provide only to offset gambling & lottery income)
- Estimated Tax Payments (Provide dates & amounts for each payment)
- Job-Related Moving Expenses
- Alimony Paid
- Job Hunting Expenses
- Adoption Expenses
- Unreimbursed Volunteer Expenses (mileage at .14/mile)

**Other:**

- Any Correspondence from the IRS or State Revenue Service
- Forgiveness of Debt or Foreclosure Papers
- Casualty/Theft Loss for Property
- Gifts to Anyone Over \$13,000
- Defaulted Personal Loans You Issued
- Any Other Document or Information You Think May Be Relevant

I have easy-to-use organizers for many topics (i.e. business income) available to assist you in collecting your tax information.

If you have any questions concerning the organizer or questions about the information & documents that you need, please give me a call at 207.853.2607 or email me at [accounting\(at\)cdfarmsite\(dot\)com](mailto:accounting(at)cdfarmsite(dot)com)