



TAX RETURN TAX CHECKLIST AND ORGANIZER

*****REQUIRED THIS YEAR FOR ALL FILERS*****

1) IF YOU WERE COVERED BY INSURANCE FOR ANY PART OF THE YEAR, YOU WILL RECEIVE SOME OR ALL OF THE FOLLOWING FORMS; PLEASE BRING WITH YOUR RETURN INFORMATION

- Form 1095-A** (if you have insurance through the health insurance marketplace)
- Form 1095-B** (if you have other health insurance coverage)
- Form 1095-C** (if you have employer provided health insurance)

***IF YOU CLAIM A CHILD AND THE CHILD'S OTHER PARENT PROVIDES THEIR HEALTH INSURANCE, PLEASE BRING A COPY OF FORM 1095-A, 1095-B, OR 1095-C SHOWING THE NAME OF YOUR CHILD AND THE MONTHS THEY WERE COVERED.**

2) IF YOU BOUGHT OR SOLD ANY PROPERTY, PLEASE BRING IN THE SETTLEMENT STATEMENT (HUD-1).

3) IF YOUR DEPENDENTS HAVE ALREADY FILED THEIR OWN RETURNS, PLEASE BRING IN A COPY OF THEIR RETURN AS IT MAY BE NEEDED TO COMPLY WITH THE NEW AFFORDABLE CARE ACT REGULATIONS. IF WE PREPARE THE RETURNS FOR YOUR DEPENDENTS, WE WILL HAVE ALL THE INFORMATION THAT WE NEED IN OUR OFFICE.

4) IF YOU RECEIVED AN EXCHANGE EXEMPTION CERTIFICATE FROM THE HEALTH INSURANCE MARKETPLACE, PLEASE SUBMIT THAT TO US

5) BRING IN COPIES OF **ALL HEALTH INSURANCE CARDS** FOR YOURSELF AND YOUR DEPENDENTS

NEEDED FROM ALL TAXPAYERS:

- ❑ **HELPFUL HINT:** BRING YOUR CHECK REGISTERS THAT COVER JANUARY 1, 2017 THROUGH DECEMBER 31, 2017 TO YOUR TAX APPOINTMENT FOR EASY REFERENCE OR HAVE THEM AVAILABLE FOR REFERENCE IF YOU ARE PREPARING YOUR PAPERWORK FOR DROP OFF
- ❑ FULL NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBERS FOR YOURSELF, SPOUSE AND DEPENDENTS **NOT** ALREADY ON FILE WITH FINANCAIL ELEVATION ***BRING IN or EMAIL SOCIAL SECURITY CARD FOR ALL NEW DEPENDENTS FOR US TO COPY.***
- ❑ **W-2's, K-1's**
- ❑ **ESTIMATED TAX PAYMENTS:** (DOLLAR AMOUNT, "PAYABLE TO", DATES, COPIES OF CHECKS)

- ❑ **REAL ESTATE TAXES:** PAID ON HOME & ANY PROPERTY HELD FOR INVESTMENT. **THE PARCEL ID# ON YOUR PERSONAL RESIDENCE IS REQUIRED** FOR THE ILLINOIS REAL ESTATE PROPERTY TAX DEDUCTION.
- ❑ **1099-INT** FOR INTEREST INCOME
- ❑ **1099-DIV** FOR DIVIDEND INCOME
- ❑ **1099-B** FROM SALE OF STOCK OR MUTUAL FUNDS. ALSO NEED THE DATE OF PURCHASE, DATE OF SALE, AND COST OF STOCK SOLD
- ❑ **1099-G** FOR TAXABLE STATE REFUNDS
- ❑ **1099-R's** FROM PENSION, ANNUITY, IRA DISTRIBUTIONS, AND IRA ROTH CONVERSIONS
- ❑ **SSA-1099** FROM SOCIAL SECURITY
- ❑ **1099-G** FOR UNEMPLOYMENT COMPENSATION RECEIVED
- ❑ **1099-S** FOR SALE OF REAL ESTATE PROPERTY AS WELL AS THE CLOSING PAPERS FROM THE ORIGINAL PURCHASE OF THE PROPERTY AND FROM THE SALE OF THE PROPERTY
- ❑ **1099-MISC** FOR NON-EMPLOYEE COMPENSATION
- ❑ **1099-C** FOR CANCELLATION OF DEBT
- ❑ **1099-A** FOR ABANDONMENT OF PROPERTY
- ❑ **1099-K** MERCHANT CARD AND THIRD PARTY NETWORK PAYMENTS (1099-K IS ISSUED FOR ANY BUSINESS OR RENTAL OWNER WHO RECEIVE PAYMENT BY CREDIT/DEBIT CARD)

- ❑ SELF-EMPLOYMENT INCOME AND EXPENSES (TOTALS)
- ❑ RENTAL PROPERTY INCOME AND EXPENSES (TOTALS)
- ❑ FARM INCOME AND EXPENSES (TOTALS)
- ❑ MISCELLANEOUS INCOME SUCH AS JURY DUTY, HOBBIES, ELECTION JUDGE, UNREPORTED TIPS AND GAMBLING WINNINGS (W-2 G)

- ❑ DEPENDENT CARE EXPENSES AND PROVIDER INFORMATION (CHILD DAY CARE)
- ❑ EXPENSES FOR ENERGY CREDIT: GEO-THERMAL, SOLAR PANELS, ETC. BRING IN PAPERWORK FROM PURCHASE SHOWING COST AND QUALIFICATIONS.
- ❑ ADOPTION EXPENSES
- ❑ HOUSEHOLD EMPLOYEE WAGES PAID AND FICA WITHHELD
- ❑ HIGHER EDUCATION EXPENSES FOR TUITION AND REQUIRED FEES. ALSO, SERIES EE US SAVINGS BONDS CASHED TO PAY TUITION
- ❑ STUDENT LOAN INTEREST PAID
- ❑ CONTRIBUTIONS TO A TRADITIONAL, ROTH, OR EDUCATIONAL IRA
- ❑ ALIMONY OR SEPARATE MAINTENANCE PAID OR RECEIVED
- ❑ MOVING EXPENSES
- ❑ FOREIGN INCOME RECEIVED AND/OR FOREIGN TAXES PAID
- ❑ ANY CORRESPONDENCE RECEIVED FROM IRS OR ANY STATE TAX AGENCY

NEEDED FOR SCHEDULE A - ITEMIZED DEDUCTIONS:

- ❑ **MEDICAL EXPENSES:** INCLUDING PRESCRIPTION MEDICINES, DOCTORS, DENTISTS, NURSES, HEALTH AND LONG-TERM CARE INSURANCE PREMIUMS, INSURANCE REIMBURSEMENTS, LODGING AND MILEAGE, THERAPY, DURABLE MEDICAL EQUIPMENT, AND MISCELLANEOUS MEDICAL SUPPLIES.
- ❑ **MORTGAGE INTEREST AND POINTS PAID ON FORM 1098 (1st & 2nd HOMES) & HOME EQUITY INTEREST PAID**
- ❑ **CONTRIBUTIONS TO CHARITY:** INCLUDING CHURCH, UNITED WAY, MISCELLANEOUS CHARITIES, VOLUNTEER EXPENSES, CHARITABLE AND VOLUNTEER MILEAGE, RECEIPTS FROM NON-CASH DONATIONS WITH VALUE OF DONATIONS (GOODWILL, SALVATION ARMY, FOOD PANTRY, ETC.)
- ❑ **MISCELLANEOUS DEDUCTIONS:** UNION DUES; UNREIMBURSED BUSINESS EXPENSES SUCH AS SAFETY EQUIPMENT, MILEAGE, AND CONTINUING EDUCATION; INVESTMENT EXPENSES SUCH AS IRA MAINTENANCE FEES; TAX PREPARATION FEE PAID; SAFE DEPOSIT BOX RENTAL; GAMBLING LOSSES TO EXTENT OF WINNINGS; CASUALTY OR THEFT LOSSES SUFFERED.