

Information Checklist If Applicable

The Internal Revenue Service matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Accordingly, all information returns reflecting amounts reported to the Internal Revenue Service are also mailed/delivered to the taxpayers in an envelope clearly marked "IMPORTANT TAX DOCUMENTS ENCLOSED" and should be submitted with this organizer. Forms such as:

W-2 (Wages)	Schedules K-1
1099-R (Retirement)	(Forms 1065, 1120S, 1041)
1099-INT (Interest)	
1099-DIV (Dividends)	Annual Brokerage Statements
1099-B (Brokerage Sales)	1098 – Mortgage Interest
1099-MISC (Rents, etc)	Other tax information stmts
1099 (any other)	8886, Reportable transactions
1098-T (Education)	Form HUD-1 for Real Estate Sales/Purchases

- Total of charitable contributions, and details for any non-cash contributions over \$500
- If you bought, sold or refinanced real estate, then a closing statement for each transaction
- If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale date (year-end summary statements are ideal)
- Copies of any federal, state or local tax correspondence during the year, including all payments made or refunds received.
- All legal documents for formation, sale or purchase of a business during the year
- Forms reporting all IRA balances and accounts.
- Social Security numbers of all dependents.

- 1098 Forms reporting all IRA's transferred.

- Record of estimated tax payments made.

Any other documents you feel may be needed.