<u>FOR YOUR CONVENIENCE YOUR TAX TIME CHECKLIST--Mark J Cisco & Co</u>

<u>Income</u>

- ❑ W2s
- ❑ **1095A, 1095B, 1095C**
- ❑ 1099s – Interest, Dividends, Other Compensation or Investment Income
- ❑ Pensions, Annuities, and Retirement Account (IRA) Distributions
- ❑ Social Security and Railroad Retirement Benefits
- ❑ Sales of Investments (and Corresponding Cost of Investments Sold)
- ❑ Business and Farm Income
- ❑ Rental Income
- ❑ Schedule K-1s (Partnership), S Corporation, Trust, and Estate Income
- ❑ State and Local Income Tax Refunds
- ❑ Gambling and Lottery Winnings
- ❑ Unemployment Compensation
- ❑ Alimony Received (not child support)
- ❑ Any Other Taxable Income

<u>Expenses and Deductions</u>

- ❑ Real Estate Taxes **<u>Paid</u>** in 2017 (Normally paid in February and July)
- ❑ 1098/Mortgage Interest Statement
- ❑ **1098-T, along with the Tuition statement, which reflects payments made, and college book expenses**
- ❑ Student Loan Interest
- ❑ Qualified Educational and Educator Expenses
- ❑ Closing Statement/Real Estate Transaction (Sold or Purchased any real estate)
- ❑ **Charitable Contributions (if Goodwill donations, please list the dollar amount)**
- ❑ Health Care Insurance and Medical Expenses (MD, Optometrist, Dentist, Chiropractor, Prescriptions…etc.) Medical Miles January – December ____________________________ (miles)
- ❑ Union and Professional Dues
- ❑ Child Care Provider Information (include EIN or Social Security Number of Provider) & address
- ❑ IRA, SEP, SIMPLE, and Other Retirement Plan Contributions
- ❑ Investment Expenses
- ❑ Business Expenses and Mileage Information: January – December ________________ (miles)
- ❑ Rental Expenses
- ❑ Unreimbursed Work Expenses
- ❑ State and Local Income Taxes Withheld or Paid
- ❑ Gambling Losses (Limited to Winnings)
- ❑ Alimony Paid
- ❑ Dates and Amounts of Any Estimated Tax Payments (Federal, State, School District or other)
- ❑ Tax Return Preparation Fee
- ❑ **Ohio Use Tax**
- ❑ **<u>Legible copy of Driver's License or State Issued ID</u>**
- ❑ **<u>General Information & Agreement for Services Sheet provided with this checklist</u>**
- ❑ Any other information marked **"Important Tax Document"**

<u>NEW CLIENT</u>:

- ❑ Names and Birthdates of Taxpayer, Spouse, and Children
- ❑ Copy of Each Person's Social Security Card **or <u>New Addition to Family</u>**
- ❑ **Copy of the last 2 years' Tax Returns, if NEW client**
- ❑ **General Information & Agreement for Services Sheet provided with this checklist**
- ❑ **Driver's License or State Issued ID**