2018 INCOME TAX GUIDE
GENERAL INFORMATION

TAXPAYER ____
FIRST MIDDLE INITIAL LAST

SPOUSE ____
FIRST MIDDLE INITIAL LAST

ADDRESS ____
STREET ADDRESS OR P.O. BOX NUMBER

CITY____________________STATE_______ZIP CODE_________ COUNTY_________

HOME/CELL PHONE_________________________BUSINESS PHONE_________________

TAXPAYER SSN________________________TAXPAYER BIRTHDATE_________________

SPOUSE SSN________________________SPOUSE BIRTHDATE_____________

E-MAIL ADDRESS ____

DEPENDENTS:

- **If income is more than $2,100.00 per child, bring the child's 1099's & W2's**

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	WAGES	INVESTMENTS

E-FILING? YES / NO (CIRCLE ONE)

- **Note: We will e-file unless you tell us not to.**
- **Please provide us with the E-filing PIN if you received one from the IRS**

DIRECT DEPOSIT REFUND? YES / NO (CIRCLE ONE)

- **If yes we will need a cancelled check to get routing and account numbers**

FOREIGN BANK OR INVESTMENT ACCOUNTS:

- **If the value of these accounts exceeds $10,000 at any time during 2018 we need to report them. Failure to do so could result in substantial penalties.**

HEALTH INSURANCE COVERAGE:

- **We must know how many months in 2018 that you and your dependents had health insurance**
- **Failure to have the required coverage may result in penalties**

CHECKLIST OF ITEMS NEEDED

INCOME:

1. W-2'S

2. 1099'S:
   - 1099-INT FOR INTEREST INCOME
   - 1099-DIV FOR DIVIDEND INCOME
   - 1099-B FOR STOCK SALES
   - 1099-MISC FOR SELF EMPLOYMENT INCOME
   - 1099-MISC FOR RENTAL INCOME
   - 1099-R FOR RETIREMENT INCOME AND ANNUITIES
   - 1099-G FOR STATE UNEMPLOYMENT
   - 1099-G FOR STATE REFUNDS
   - SSA-1099 FOR SOCIAL SECURITY OR DISABILITY BENEFITS

3. SCHEDULE K-1'S:
   - PARTNERSHIPS
   - S-CORPORATIONs
   - TRUSTS AND FIDUCIARIES

4. ALL RECORDS DEALING WITH:
   - SELF-EMPLOYED BUSINESS INCOME AND EXPENSES
   - STOCK PURCHASES
   - SETTLEMENT STATEMENTS FOR REAL ESTATE PURCHASES & SALES
   - RENTAL INCOME AND EXPENSES
   - FARM INCOME AND EXPENSES
   - ALIMONY PAID OR RECEIVED
   - CONVERSIONS OF A TRADITIONAL IRA TO A ROTH IRA

DEDUCTIONS:

1. MEDICAL AND DENTAL EXPENSES
   - Please provide all Forms 1095A, 1095B and 1095C
   - Did you and your dependents have health insurance for all 12 months in 2018?
     - If not, please provide all months you did have health insurance

2. REAL ESTATE TAXES

3. PERSONAL PROPERTY TAXES

4. FORM 1098 FOR MORTAGE INTEREST PAID

5. RECORDS OF INVESTMENT INTEREST PAID IN 2018

6. CHARITABLE CONTRIBUTIONS
   - No deduction is allowed for any contribution of cash, check or other monetary gift unless the donor can show a bank record or a written communication from the charity indicating the amount and date of contribution.
   - For any single donation of $250 or more, you must have a written acknowledgement from the charity.
   - For all non-cash donations (i.e. Goodwill) we will need an approximate fair market value of the contribution on the date contributed.

7. CASUALTY LOSSES

8. DEPENDENT CARE EXPENSES (FOR YOUR CHILD UNDER AGE 13)
   - Include name of dependent and amount paid.
   - Please provide the care provider's name, address and social security number or federal ID number

9. AUTO MILEAGE LOG FOR ANY SELF-EMPLOYED BUSINESS OR RENTAL

10. FORM 1098-E FOR STUDENT LOAN INTEREST PAID

11. FORM 1098-T FOR ALL TUITION AND HIGHER EDUCATION EXPENSES

12. IRA CONTRIBUTIONS MADE IN 2018 (BOTH TRADITIONAL AND ROTH)
    - Please provide Form 5498

13. HEALTH SAVINGS ACCOUNTS:
    - Please provide Form 5498-SA to show HSA contributions
    - Please provide Form 1099-SA to show HSA distributions

14. IF YOU MADE ANY "GREEN" IMPROVEMENTS TO YOUR HOME THIS YEAR, PLEASE BRING IN THE BILL/RECEIPT.
    - Potential energy efficient improvements include exterior windows, exterior doors, insulation, certain central air conditioners and furnaces.

ESTIMATED TAXES PAID:

	DATE PAID	FEDERAL AMOUNT PAID	STATE AMOUNT PAID
FIRST QUARTER			
SECOND QUARTER			
THIRD QUARTER			
FOURTH QUARTER			

WE NOW ACCEPT VISA, MASTERCARD AND DISCOVER.

PLEASE CALL US AT <u>636-937-9671 OR 636-931-4100</u> TO MAKE AN APPOINTMENT TO MEET WITH YOUR TAX PREPARER.