



**SELF EMPLOYED INCOME**

For One Business	Amount
Total Income	
Returns	
Inventory at Beginning of year	
Purchases	
Materials for jobs	
Inventory at End of year	

**EXPENSES FOR BUSINESS**

List name and amount of major items purchased	Amount

**PROPERTY SOLD (Bring Escrow Papers)**

Address Date Bought Sales Price Date Sold Cost, improvements, buying x Cost plus Improve & buying and selling expenses

**RETIREMENT CONTRIBUTIONS**

	Amount
Ira Contrib.	
Keogh Contribution	
Roth Ira	

**EMPLOYEE BUSINESS EXPENSES**

	Amount	
Out of town expenses		Miles for Business
Travel		Supplies
Meals		Gifts & promos
Lodging		Miles to 2nd job on same day
Entertainment		
Airfare		

**SELF-EMPLOYED BUSINESS EXPENSES**

	Amount		Amount
Advertising		Rent	
Bank Charges		repairs	
Commissions		supplies	
Dues & Pubs		Sales Taxes	
Freight		Entertainment	
Insurance		Utilities	
Interest		Telephone	
Legal		Wages	
Professional		Subcontractors	
Office Supplies		payroll taxes	
Postage		Gifts (\$25 per client maximum) &promotions	
Business Mileage (#miles)		tolls & parking	
Auto Expense		Other	

**RENTAL INCOME AND EXPENSES**

	Address	Income
Property A		
Property B		
Property C		
Property D		
Property E		

**EXPENSES**

Item	Prop A	Prop B	Prop C	Prop D	Prop E
Interest 1 <sup>st</sup> Mortg					
Interest 2 <sup>nd</sup> Mortg					
Prop. Taxes					
Insurance					
Advertising					

Transp. Exp.					
Cleaning					
Utilities					
Carpentry					
Plumbing					
Windows					
Electrical					
Labor					
Management fees					
Gardening					
Telephone					
Painting					
Licenses/ Legal					

**PLUS MAJOR IMPROVEMENTS**

	Prop A	Prop B	Prop C	Prop D	Prop E
Roof					
Major Repairs					
New Construction					
Remodeling					
Appliances					
Etc.					

TOTAL CONTRIBUTIONS (need receipts for ALL donations,even church)  
(Bring Receipts for Non-Cash)

		Non-Cash	
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**OTHER INCOME**

Unemployment	
Distributions	
Social Security Income	
Pension Income	

**MEDICAL DEDUCTIONS**

Item	Amount	Item	Amount
Medical Insurance Premiums		DDS	
Hospital		Eye Glasses exam.	
Dr.'s		Med. Appliances	
Other		Travel, #of miles	

**TAXES PAID**

Item	Amount	Item	Amount
Property Taxes		Registration Fees on vehicles	

**MORTGAGE INTEREST PAID**

Principal Residence	Paid to?	Amount
1 <sup>st</sup> Mortgage		
2 <sup>nd</sup> Mortgage		
1 <sup>st</sup> Mortgage (On Vacation Home)		
New Loan Fees (Points) (On Principal Residence)		
Investment Interest		

**MISCELLANEOUS DEDUCTIONS**

Job Search		Supplies	
Books & Mags.		Tuition	
Uniforms		Small Tools	
Safety Equip.		Education Exp.	
Investment Advice		Prof. org. & dues	
Tax Prep Fees		Protective Clothes	

**CHILDREN**

Name		Date of Birth	

**CHILDCARE EXPENSES** State for which child the expenses

Are for

To Whom Paid?	Address & telephone number	ID or SS#	Amt.

**TUITION PAYMENTS FOR YOU OR YOUR CHILDREN**

**BRING W-2'S OF CHILDREN UNDER 24 YEARS OLD—IN CASE WE WANT TO COMPUTE BEST WAY TO FILE**

Many tax records show up in your January mail. Usually IRS gets a copy too. Don't miss any of these.

**W-2s.** Read them carefully. Contact your employer if there is a problem. If one is missing after January, contact your employer. If you can't locate the employer, you will need to collect your pay stubs.

**1099s.** There should be a 1099-INT or 1099-DIV for each account, which pays interest or dividends. Even tax-exempt interest must be listed on your return.

**Other 1099s.** If you sold real estate, look for 1099-S. For stock sales it's 1099-B. Pensions show up on 1099-R. There are several others. If you sell or transfer mutual funds and reinvest dividends, I need a complete history of your activity. Bring all year-end statements.

**Form 1098.** This is your mortgage interest. Commercial lenders use this form. If you have a private loan, you need your payment book, or a statement from the lender to verify the amount.

**Other Income.** Look for other reports of income. YOU may see forms for state tax refunds, unemployment income, prizes, gambling wins, or rents you collect. Read each of these carefully.

**Your Records.** Check your own records carefully for both income and deductions. Review your calendar and check register. Look back over the year in your mind. I'd prefer that you have receipts for all expenses, but if you recall paying a deductible expense it should be claimed.

Start compiling the information right away. Don't wait until the day before you give me the information. Make careful lists of missing items. Write down any questions you might have for me.

Take a few minutes each week to review the information. Short reviews will help you remember items you might miss. **It's your money – protect it.**

#### **Got It All?**

Here's a list of items frequently missed. Check it against your list.

**Refinances.** I need to see the settlement statements. Maybe it is best to bring all the paperwork.

**Child Care Expenses.** I need full name, address, and telephone and I.D. number of care providers.

**Estimated Tax Payments.** If you paid estimates, I need dates and amounts for all payments. Look in your check register near April 15, June 15, and September 15 of 2002, and January 15 of 2003. The January 2002 payment was claimed on your last return.

**Sales of Property.** The most important thing is the settlement statement. Bring all the paperwork.

**Student Loans.** Form 1098-E reports your interest.

**College Tuition.** Form 1098-T list college tuition paid. I need the form and full details on who took the courses. However, I also need to know what scholarships were received. This may help you get valuable tax credits or deductions.

**Sales of Stock.** Brokers send Form 1099-B to show sale price. I need the original purchase price and date. Can you find the "buy" slip?