McNeely Tax and Accounting LLC

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**Tax Appointment Checklist**

New Clients

* Social Security cards
* Driver’s License
* Dependent social security cards and date of birth
* Bank routing number and account number for direct deposit
* Last income tax return filed

All Clients

* Form W-2: Wage statements form employers
* Form 1099-INT: Interest statements
* Form 1099-DIV: Dividend statements from investments
* Self-employed business income & expenses
* Form 1099-B: Statements from broker for stock and/or mutual fund sales (including basis amount and date of acquisition)
* Form 1099-R: Pension statements
* Rental income & expenses
* Form K-1: Statement from Partnerships or S-Corporations
* Unemployment income received
* Social Security statements of income
* Gambling income and gambling losses
* Student loan interest paid
* 1098-T: Tuition Statement plus amounts paid for books
* Dependent child care expenses, plus the name and SSN or EIN of the provider
* Medical and dental expenses
* Form 1098: Mortgage Interest statement
* Real estate taxes paid
* Vehicle registration
* Charitable contributions
* Estimated tax payments for Federal and State governments
* IRA contributions

Self-Employed Clients

* QuickBooks backup file
* Gross sales or receipts
* List of business expenses by category
* Ending inventory
* Mileage log
* Depreciation schedule
* Assets acquired during the year
* Health Insurance paid during the year
* Bank, loan, and credit card statements
* Name and SSN of those paid $600 or more during the year
* Square footage of home office and square footage of entire house
* For day cares: number of hours home used for daycare
* Utility bills
* Home insurance
* Home repairs or improvements