



What we Need to Prepare your Taxes

Income including, but not limited to:

- Wage statements reported on Form W2s
- Pension or retirement income reported on Form 1099R (IRAs, 401(k), 403(b), TDSP, 457, etc)
- Form 1099R for any Roth conversions done during the year
- Interest income reported on Form 1099INT (required to be mailed by 1/31)
- Dividend income reported on Form 1099DIV (required to be mailed by 2/15)
- Interest or dividend income that is from tax-free investments, generally found on the year end statement (note: this is tax-free, not tax-deferred)
- Social Security income reported on Form SSA1099
- Unemployment income reported on Form 1099G
- Commissions received reported on Form 1099MISC
- Sales of stocks, bonds or mutual funds reported on Form 1099Bs (required to be mailed by 2/15)
- Rental income listed for each property owned, list each property separately
- Self-employment or farm income received before any deductions
- Lottery or gambling winnings reported on Form W2Gs
- Income from partnerships, estates, trusts or corporations reported on Form K-1s (to be mailed by 3/15)
- Statement of Sale (received at closing) for any real estate sold during the year
- Alimony received
- Income received for any business asset sold or traded-in during the year
- College 529 plan distributions reported on Form 1099Q
- Long term care expenses reported on Form 1099LTC
- HSA plan distributions reported on Form 1099HSA

Proof of Health Insurance

Depending on how you get your insurance determines where the proof comes from. You will get one of three 1095 forms. These forms are required to be mailed no later than January 31, 2017.

- Insurance from the Marketplace is reported on Form 1095-A
- Insurance through your employer is reported on Form 1095-C
- Insurance directly from an insurance company is reported on Form 1095-B

If you do not receive a Form 1095-A, B or C we need documentation for each person claimed on the tax return that shows name and period of coverage. This could be:

- Letter from the employer containing that information
- Printout from employer or insurance company's website that shows required information
- Social Security statement showing 12 months of Medicare premiums
- Pay stubs showing insurance premium deductions for the whole year and document showing who had coverage
- A benefit statement from the government or insurance company showing that benefits were in effect for this period and who they were in effect for

The documents that you have do not have to be in a particular format. We have to be able to determine each person on the tax return had coverage and the period for which they had coverage for.

While no proof is required to be submitted with the return, we as tax practitioners are required to do our due diligence to make sure that everyone has the required coverage. We need documentation of some type that can prove health insurance for the entire year for each member of the family claimed on the tax return.

The information that can prove insurance coverage will vary depending on a clients' circumstances – where coverage is received from, who coverage is for, age of participant, employer, etc. If you have not received your Form 1095-A, B or C and cannot get any of the forms of proof noted above please talk with Gerri or Jen to determine what else we can accept.

Deductions related to income:

- IRA contributions made – separate amounts for traditional and Roth contributions
- SEP/SIMPLE contributions made
- Alimony paid and ex-spouse’s Social Security number (required)
- HSA contributions made (employer contributions will be on the W2)
- Student loan interest paid (may need to go to financial institutions website to obtain)
- Educator expenses paid for in-classroom instruction of pre-K through 12
- Moving expenses
- Medical, dental, and vision expenses paid
- State tax paid during the year for any year other than the current tax year
- Real estate taxes paid for any property owned including second homes, land, lots or timeshares.
- Any real estate taxes paid at closing if you purchased or refinanced a property during the year
- Mortgage interest or home equity loan interest reported on Form 1098
- Mortgage interest paid to private individual not reported on Form 1098. Need interest paid plus name, address and Social Security number of the individual the interest was paid to
- Charitable contributions
- Casualty or theft losses
- Unreimbursed job-related expenses
- Lottery and gambling losses (to the extent of winnings)
- Rental expenses listed by rental and category
- Self-employed business or farm expenses
- Cost basis for all stock, bond, or mutual fund sales (if not on the 1099B form)
- Child care expenses for dependent child(ren) under the age of 13 listed by:
 - Provider: need name, address and Social Security or Employer Identification number
 - Amounts paid **per** child
- Tuition and fees reported on Form 1098T **plus** copy of educational institution’s tuition statements

Medical, Dental and Vision

To deduct medical expenses the expenses must have been paid in the tax year.

The amount paid must be reduced by any reimbursement received from insurance after payment made.

Deductible expenses include:

- After tax medical insurance premiums paid, including long term care premiums
(Should not include pre-tax premiums from a paycheck)
- Doctor expenses: co-pays paid; medical doctors, surgeons, dentists, eye doctors, therapists, acupuncturists, chiropractors
- Medicine and drug costs when prescribed (not over the counter)
- Treatment for drug and alcohol addiction
- Exercise program if doctor recommended as a treatment for a specific condition
- LASIK or radial keratotomy eye surgery
- Fertility treatments
- Hearing aids, guide dogs, glasses and contact lenses
- Hospital care and related expenses
- Household help for nursing care services only (not companion care)
- Air conditioner or humidifier for allergy sufferers
- Lodging expenses not provided by hospital while away from home to receive medical care not to exceed \$50 per night for each person
- Medical aids: wheelchairs, walkers, crutches, prosthetic limbs or oxygen equipment
- Special education tuition for the mentally impaired or physically disabled person
- Smoking cessation programs (not including nonprescription nicotine patches and gum)
- Transportation costs: ambulance, bus, taxi, train and plane fares
- Medical miles on a personal vehicle (not gasoline costs, need number of medical miles driven)
- Weight loss programs as a treatment for a specific disease (including a diagnosis of obesity)
- Home capital improvement if the main purpose of the expense is to provide medical benefits, limited to the amount in excess of the increase in market value of the home; included but not limited to elevators, wheelchair ramps or swimming pools

Moving Expenses

To deduct expenses there must be at least 50 miles between new job location and former house.

You cannot deduct any expenses reimbursed by your employer.

Deductible expenses include:

- Costs of moving household goods and personal effects
- Travel expenses including lodging and mileage (not meals) for one trip for each member of the household
- Storage and insuring household goods for 30 consecutive days after moving out of the prior home and before moving into the new home

Nondeductible expenses include:

- Expenses of buying or selling a home
- Meal expenses
- Pre-move house hunting expenses
- Temporary living expenses

Charitable Contributions

All charitable contributions are required to be supported by a receipt or the deduction will be disallowed

Includes money or property given to:

- Churches, synagogues, temples, mosques or other religious organizations
- Federal, state or local governments if contributed solely for public purposes
- Nonprofit schools, hospitals and volunteer fire companies
- Public parks and recreation facilities
- 501(c) organizations such as: Salvation Army, Rescue Mission, United Way, Boy or Girl Scouts, American Cancer Society, American Diabetes Society, American Heart Association, Red Cross, etc.
- \$50 per school month for housing an exchange student

Nondeductible contributions include:

- Civic leagues, social and sports clubs, labor unions, chambers of commerce
- Groups that are run for a personal profit
- Groups whose purpose is to lobby for law changes or political groups or candidates for public office
- Homeowner's associations
- Individuals (this includes benefits for those who are sick or victims of a flood, fire, etc. unless the donation is given to a qualified non-profit agency)

Noncash contributions need a receipt supplied by the organization showing:

- Name of charitable organization
- Date and location of contribution
- Description of donated property
- Fair market value of property

Unreimbursed Job-related Expenses

Subject to certain limitations - any job-related expenses that you incur and are not reimbursed by your employer can be taken as a deduction.

Expenses include, but are not limited to:

- Meals and entertainment when traveling away from home overnight (not local travel)
- Meals and entertainment when traveling locally and conducting business with a client
- Mileage or actual vehicle expenses. Must maintain a mileage log book that indicates business and personal miles, date and time of travel. If you are claiming actual expenses the receipts related to the operation of the vehicle are required in addition to the mileage log book.
- Lodging when traveling away from home
- Transportation expenses: taxis, air fare, rental cars while traveling away from home
- Business gifts limited to \$25 per individual
- Telephone: not the expense for the basic charge on your primary phone; can do long distance on primary, secondary line or partial cell phone. Cell phone basic expenses cannot be taken if this is your only phone line
- Office supplies: postage, pens, pencils, maps, calculators, paper folders, tape, envelopes, labels
- Furniture and equipment purchased for a home office
- Tools
- Job hunting expenses
- Professional and union dues
- Legal fees incurred to protect income source
- Copying and printing expenses
- Education and seminars
- Tradeshow expenses
- Uniforms including dry cleaning or laundry costs

Rental Expenses including but not limited to:

- Mortgage and home equity loan interest
- Property and school taxes
- Advertising
- Repairs
- Utilities: gas, electric, water and sewer, refuse, cable
- Management, condo or association fees
- Travel: generally, one trip per year if out of state: includes mileage, airfare, lodging and meals
- Local travel at mileage rate: trips to building, pick up supplies, rent to the bank, etc.
- Bank service charges
- Long distance phone calls
- Supplies such as light bulbs, furnace filters, etc.
- Lawn care and snow plowing
- Legal fees for evicting tenants or creating leases

Stocks, Bonds & Mutual Funds

If you sold your investment, we need the basis. Basis is the amount paid for the investment. Includes any commissions paid to obtain investment. If you make subsequent purchases these get added to the basis of the original purchase including the cost of any reinvested dividends. You can elect to use specific identification, first in first out or average cost when shares were purchased at multiple times to determine your basis.

If you receive an investment as a gift: the basis is whatever the donor paid for the shares when they purchased them.

If you receive an investment as an inheritance: the basis is the fair market value at the time of the decedent's death.

Self Employed Business Expenses including but not limited to:

- Advertising and promotional items
- Purchases and cost of goods items. If you sell products we will need an inventory number – the cost (not selling price) of the items that you still had on hand at the end of the year.
- Professional fees: legal fees, bookkeeping or accounting fees
- Bank charges including credit card merchant charges
- Telephone, cell phone, fax line, Internet line, pagers, answering service
- Employee expenses: wages, benefits, payroll taxes
- Memberships, dues, professional licenses and subscriptions
- Office supplies such as postage, pens, pencils, paper, folders, tape, etc
- Cleaning or janitorial services
- Computer supplies: paper, toner, ribbons, etc.
- Repairs and maintenance
- Copying and printing
- Education and seminars
- Equipment leases, rental, repairs
- Travel
- Mileage or actual vehicle expenses. Must maintain a mileage log book that indicates business and personal miles, date and time of travel. If you are claiming actual expenses the receipts related to the operation of the vehicle are required in addition to the mileage log book.
- Supplies or small tools
- Rent of space or equipment
- Tradeshow expenses
- Utilities: gas, electric, water, sewer, refuse, cable and security system
- Entertainment expenses
- Insurance
- Interest on business loans or business credit cards
- Office in the home expenses if a qualified home office
- Anything incurred that is ordinary and necessary in the course of business