

**CAPITAL TAX AND FINANCIAL SERVICES**  
**5910-A SIX FORKS ROAD**  
**RALEIGH, NC 27609**  
**919-847-4567**

**Individual Tax Prep Checklist**

- Your Social Security Number or Federal Tax ID number
- Your Spouse's Full Name and Social Security Number/ Federal Tax ID number
- New Clients (Your previous year Tax Return)
- Current Mailing Address and Occupation Title

**Dependents**

- Children(s) Full Name as shown on Social Security Card
- Children(s) Social Security numbers and Date(s) of birth
- Child care records with mailing address and Tax Payers ID
- Other Applicable adults: Please provide their income

**Employee Income Information**

- W-2

**Self-Employment Documents**

- 1099-MISC
- Business Assets
- Business Miles Driven for work (yearly), Parking, Tolls and applicable vehicle expense
- Any other expenses associated with Home Office
- Report of all Expenses (Bank statements, credit card statements, check stubs)
  - We prefer all receipts to be added and categorized. Any expenses not reconciled will incur an additional fee depending on time spent.

**Education Information**

- 1098-T from colleges (note: Law changes that only "Amounts Paid" is credited not "Amount Billed")
- Any Educational expenses
- 1098-E for student loan interest paid

**Rental Property Information**

- Income
- Expenses (Maintenance, Repairs, Decors, Utilities, etc.)
- Property Assets (Hud/ Closing statements)

**Retirement, Health Contributions and Contributions to Retirement Plans**

- Retirement Income

- 5498-SA HSA contributions
- Pension/ IRA (Form 5498)/ Annuity 1099-R
- Social Security/ RRB Income 1099-SSA/RRB-1099

### **Investments and Savings**

- Interest and dividend income (1099-INT, 1099-OID, 1099-DIV)
- Stock sales and buys(1099-B, 1099-S, 1099-B)

### **Other Income**

- Unemployment, State Refunds (1099-G)
- Gambling Income
- Alimony received
- HSA and long term care (1099-SA, 1099-LTC)
- Jury Duty document of pay
- Other 1099

### **Affordable Care Act**

- 1095-A ( This form is from the Marketplace Exchange)
- 1095-B and 1095-C (If you had insurance through any other source)
- Market Place exemption certificate (ECN)

### **Other Credits and Deductions**

- Moving expense records (not reimbursed)
- 1098 Mortgage interest statements
- If Refinanced, Sold or Purchased a home provided Closing Statement/ HUD1
- State or Local Taxes Paid (Vehicle Property Taxes, Real estate Property taxes)
- Cash/ Checks donations to Church, Schools and other credited charitable organizations
- Documents of non-cash donations and charity
- Healthcare medical expenses, doctors, co-pays, dentist, prescriptions, miles driven
- Employment related expenses (dues, uniforms, cleaning, traveling, tools, telephone)
- Job hunting expenses
- Energy Saving home improvements
- Estimated tax payments

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**Business Tax**

(Balance Sheets & Profit and Loss Reports)

**Income**

- Gross Income
- Business Banking Interest 1099-INT
- Other Income

**Expenses**

- Cost of Goods Sold (Inventory & Material and Supplies)
- Advertising, Rent, Phone, travel, Insurance, Office supplies, etc.
- Pay and commissions to Sub-Contractors 1099-MISC or a 1096
- Depreciation Assets (Sale or Buy records)
- Home Office Expenses (square footage of office space and total house square footage, home insurance/rental insurance, utilities, improvements to home office)
- Salaries and Wages to employees (W-3)
- Estimated Tax Payments
- Health Insurance (premiums paid)
- Health Reimbursement program totals
- Vehicle Expenses (mileage, maintenance)