



866-247-6800
www.chswealthmgt.com

BASIC CHECKLIST OF ITEMS REQUIRED FOR YEAR-END PERSONAL TAXES
(This is not meant to be all-inclusive)

- Social Security number and date of birth for you, your spouse and dependents (new clients only)
- Copy of last year's tax return with electronic filing pin (new clients only)
- Wages, Salary, Tips (Form W-2) from your employer(s)
- Interest and Dividends (Forms 1099-INT and 1099-DIV)
- Unemployment Compensation (Form 1099-G)
- Income of other adults and children in your home (for Vermont and NH residents)
- Capital Gains/Loss from sale of stocks, bonds, mutual funds, real estate, collectibles, etc. (1099 forms from broker)
- State and Local Tax Refund (Form 1099-G)
- Undistributed Capital Gains – RIC's or REIT's (Form 2439)
- Social Security Statement (Form SSA - 1099)
- Contributions and Distributions to: 401k, 403b, Roth IRA, Pensions, Keogh, SEP and SIMPLE
- Investment Expenses – safe deposit box, investment advisory fees, custodial fees, and transaction costs
- Roth IRA Conversion amounts and statements
- Health Savings Account Contributions and Distributions (both Forms 1099 SA and 5498 SA)
- Gambling Winnings and Losses
- Alimony Income or Payments (Ex-spouse's full name, social security number and amount)
- Jury Duty pay
- Student Loan Interest paid (Form 1098 – E)
- Rental Income and Expenses for rental properties
- Business or Farm Income and Expenses
- Partnerships, S Corps, Estates and Trusts Income (Form K-1)
- Mortgage Interest, Insurance and Points Paid (Form 1098) and HUD-1 Statement from closing
- Current Year Property Tax Bill
- Moving Expenses if related to move for a job over 50 miles from former employer, plus job hunting expenses
- Solar Energy Installation Expenses
- Charitable Donations – if cash , then a receipt from Charity if over \$250 (per charity)
- Personal Item Charitable Donations – clothes, cars, household items (receipt from the charity and/or Form 8283; plus volunteer mileage)
- College Education Expenses (Form 1098 – T)
- Child and Dependent Care Costs (name, address, tax ID or Social Security number and amount paid)
- Adoption Expenses – Social Security number of child, plus any legal and travel expenses
- Medical and Dental Expenses – includes treatment, insurance premiums, doctor visits, and drug receipts
- Vehicle Registration Fees (for NH residents)
- Estimated Tax payments made, including copies of cancelled checks (Federal and State payments)
- Foreign Taxes (statement showing foreign taxes paid)
- Unreimbursed Employee Expenses – travel, uniforms, union dues, education
- Casualty and Theft losses – stolen or damaged property from accident, storm, fire, flood, etc. (police report, insurance claim, documents showing fair market value of item are necessary to claim losses)
- Legal Fees – related to employment, business, divorce settlements or taxable income
- Teacher/Educator Expenses – grades K-12 can deduct non-reimbursed supplies (with receipt) up to \$250
- Sales Tax expense receipts (for big ticket items like a boat, car, home renovation, etc.)