

BOB APPEL, Enrolled Agent
APPEL ACCOUNTING
& TAX SERVICE
772.878.5655

Please bring the following information to your tax appointment:

YEAR: _____

ALL TAXPAYERS _____

Please note, not all taxpayers will have all of the documents listed below. Please bring 100% of those items that you do have and cross out those items that do not relate to your current year tax situation. Bring Proof. Thanks!

Full name, correct Social Security number and date of birth

Current address

Marital status as of tax year end (and, if this the same as previous year end?)

NEW CLIENTS: please bring a copy of last year's tax return

Documentation relating to Tax Deductible Energy Improvements

All Forms W-2 from your employers

All 1099-INT forms from banks (to report bank interest)

All 1099-DIV forms from investments (to report dividends)

Capital gains / losses (1099-B and realized gains/losses statements, including basis)

Sale of real estate (Form 1099-S, settlement statement, cost basis)

Real estate transactions – all closing/settlement/Final HUD statements

Form 1099-G showing state refund from prior year

IRA and pension income (also withdrawals from 401(k) etc) (1099-R)

Social Security benefit income (Form 1099-SSA)

Alimony and unemployment income (Form 1099-G)

Long-term care (Form 1099-LTC)

Cancellation of debt income (Form 1099-C)

Gambling income (1099-Misc or W-2G, also, provide info on gambling expense)

IRA contributions

Tuition expenses reported on Form 1098-T

Tuition plan contributions/withdrawals reported on Form 1099-Q

Student loan interest reported on Form 1098-E

Amounts and dates of all estimated ("quarterly") tax payments

Virtual Currency Activity

Health Insurance Form 1095A (Healthcare Exchange)

All 1099-NEC Nonemployee Compensation

All 1099-K Payment Card and Third Party Network Transactions

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TAXPAYERS WITH CHILDREN / DEPENDENTS

Dependents: full name(s) and correct Social Security number(s)
Date of birth of each dependent
Proof of Address and Months living in your home
Details of Advanced Child Tax Credits Received
Your expenses for childcare

TAXPAYERS WHO ITEMIZE DEDUCTIONS

Most taxpayers begin to itemize deductions when they own a home and have mortgage interest and property taxes. Some begin to itemize when their state income tax withholding or sales tax paid is above about 4,500 or so (look on your W-2 at Box 17). If you think you might be in this group, please prepare the following items:

Medical expenses if they are significant. To figure this out, add up your basic income items – W-2, 1099, and then multiply that number by your applicable rate - if you aren't sure then bring your medical expense details with you and we'll calculate it as you may be in a position to itemize using these figures:

- Insurance premiums you paid including Long Term Care
- Doctors and dentists
- Prescription medications
- Hospitalizations
- Prescribed holistic treatments such as chiropractic, acupuncture
- Medical equipment
- Number of miles driven for medical purposes

Property (real estate) taxes (rental property is different than itemizing)

Sales Tax Paid on a car, truck, SUV, motorcycle, motor home, aircraft, boat, home

Home mortgage interest and points reported on Form 1098 (and bring the form too)

Other home mortgage interest and points (bring ID info of person who receives 1098)

Mortgage insurance premiums

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Gifts of money to charity (cash, check, charge) that you can substantiate

Gifts of goods to charity (in good condition, and if more than \$500 in value that you can substantiate your basis)

Information on casualty or theft losses (including Ponzi scheme losses)

TAXPAYERS WITH RENTAL PROPERTIES

Address of rental property and property type

Number of days used as rental

Number of days used personally

Proof of Rental income received

Proof of Expenses related to:

- Advertising
- Auto/travel
- Cleaning and maintenance
- Commissions paid
- Insurance
- Legal/professional fees
- Management fees

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- Mortgage interest
- Repairs
- Supplies
- Property and rental unit taxes
- Utilities you pay
- Improvements
- For depreciation – basis information

TAXPAYERS WITH SELF EMPLOYMENT INCOME

Description of the type of business you do
EIN if applicable

Accounting / **proof** of your business activity (a QuickBooks portable copy is great!):

- Gross receipts
- Returns/refunds
- Cost of goods sold
- Advertising
- Auto expenses
- Commissions and fees
- Contract labor
- Employee benefit programs
- Insurances by type
- Interest expenses by type
- Legal and professional services by type
- Office expenses
- Pension and profit sharing plans
- Rent or lease of office
- Rent or lease of vehicles, machinery, equipment
- Repairs or maintenance

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- Supplies
- Taxes and licenses
- Travel (transportation, accommodation)
- Travel meals and entertainment
- Local business meals and entertainment
- Utilities on business property
- Wages
- Telephone expense (business portion, never a first line into your home)
- Dues and memberships/subscriptions
- Other itemized/categorized expenses

TAXPAYERS WITH SELF EMPLOYMENT + HOME OFFICE

Total square footage of living space

Square footage of space used "regularly and exclusively for your business

Personal money used to pay rent, mortgage interest, property tax, insurance, utilities, repairs / maintenance, cleaning, and other indirect expenses

TAXPAYERS WITH BUSINESSES WHO CLAIM AUTOMOBILE EXPENSES

Date your vehicle was placed in service

Type of vehicle

Total miles driven for entire year for all purposes

Proof Business - purpose miles

Commuting miles

Proof of Parking expenses

If not using mileage rate Proof of ALL expenses of owning car for year

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TAXPAYERS WHO HAVE ITEMS TO DEPRECIATE

Proof Date of acquisition

Purpose of item

Description of item

Proof Cost of item

OTHER GENERAL NOTES

Not all taxpayers will have all of these items or issues on their tax return—so if it doesn't apply to you please don't worry about it

If you have questions along the way please call (772) 878-5655 or send an email to appelaccounting@bellsouth.net

Please bring everything to your appointment
so that there is not lost time going back
and forth trying to catch up with details that are missing