FIDUCIAL
**Tax Preparation**

***Please print this out and include all supporting documentation indicated below.***

## If You Are New to a Fiducial Office

- Please bring copies **of your last three years** of tax returns

*(TIP: You may be entitled to a refund of taxes so we'll want to check your prior year returns. It's also helpful to compare your situation from one year to the next to see how you are faring and for future planning purposes.)*

- Please bring Social Security Numbers for all persons listed on your return and any new dependents. This includes**:** Taxpayer, Spouse, all dependent children, child care providers (may be a Social Security Number or Employer Identification Number)

*(Note: existing clients should also bring SSNs for new child care providers and new dependents.)*

## Existing and New Clients

*This list is not all inclusive. If in doubt, please bring in the document(s).*

**The following are categorized as INCOME ITEMS:**

- Wages and earnings statements (W-2 Form(s)) from all employers*. (TIP: You may want to bring your most recent pay stub for the current year so we can check to see if your withholding is adequate for this year.)*
- All 1099 Form(s). These may include statements for:

___Interest ___Dividends ___Income Tax Refunds ___Sales of Securities ___Annuities and Pensions ___Social Security ___IRA/Keogh Withdrawals ___Other Retirement Plan Withdrawals ___Rents ___Social Security ___Unemployment Compensation ___Miscellaneous Income ___Other

- Details of any other non-employee compensation or other income received.
- W-2G Forms for gambling winnings.
- Business income and expenses. *(We will provide additional checklists for you if you have a business; just ask us.)*
- For sales of securities, please include date of purchase and cost of each security. *(Please bring in your brokerage statements if you are not certain.)*
- For rental properties, all rental income and expenses information. *(We will provide additional checklists for you if you have rental property; just ask us.)*
- K-1 Forms from estates, partnerships, trusts or S Corporations.
- Final closing statements from the sale purchase or refinance of your home or other property.
- All documents relating to the sale of property used in your business.
- Year-end statement(s) for your retirement plan(s.)
- Year-end statements for your mutual funds and the documents that come with them.
- Alimony received.

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**The following are categorized as EXPENSE ITEMS:**

- Auto expenses, when used for business. Provide total mileage and business mileage, as well as all car expenses (gas, insurance, tolls, parking, repairs, oil changes, etc.)
- Alimony paid including name and social security number of former spouse.
- Business meals, entertainment/travel. Breakdown your expenses for airfare, lodging, car rental and especially meals.
- Casualty and/or Theft Losses – all details on these losses.
- Charitable contributions (cash/non-cash - include travel mileage).
- Child care. Include name, address, social security or Federal ID number of the provider and the amount you paid. *(Note: This is a credit not an expense.)*
- Education expenses paid for yourself, your spouse and your children.
- Employee business expenses**:** Education to improve skills, professional publications related to your job, expenses to purchase and upkeep uniforms.
- Gambling losses.
- Health and dental insurance premiums paid.
- Health care expenses: doctors, dentists, hospitals and prescriptions receipts, and eyeglasses.
- Investment expenses and margin interest (Include your year-end brokerage statements).
- Job search costs.
- Medical savings account contributions and all Forms 5498-MSA.
- Mortgage interest paid – include all Form(s) 1098.
- Moving expenses.
- Retirement plan (IRA, Keogh or SEP) contributions.
- **NEW!** Sales taxes (bring in receipts on big ticket items).
- Student loan interest paid on loan(s) for yourself, your spouse or your dependent(s).
- Taxes paid on all real estate (bring property tax bills), personal property or DMV vehicle registrations.
- Tax payments made during the year (estimated payments or on notices for prior year(s)).

**SPECIAL SITUATIONS**

- If you are a **firefighter**, bring totals of required meal expense contribution.
- If you are a **teacher/educator**, bring totals of expenses paid for classroom supplies.

**OTHER**

- Any IRS notices, notices from any state authorities or tax rebate notices.
- **Any other documents or information that you believe relate to your tax situation.**

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**EFILING/DIRECT DEPOSIT**

We recommend that you e-file and use direct deposit for your refunds (if any).

- If DIRECT DEPOSIT of your refund is desired, please bring a voided check so we may verify routing and account numbers.

*Please remember that we appreciate your business and are here to help you secure the biggest possible tax savings entitled to you by law. Call us toll-free at 1 866 FIDUCIAL (1 866 343-8242) to start now.*