

2016 Checklist for taxes

To ensure that a complete tax return, all applicable items listed must be gathered. Not everyone is going to have all of what is included on the list, but you should have some of the items.

Questions

- 1. Is your address the same as the prior year?**
- 2. Did your marital status change?**
- 3. Can you be claimed as a dependent by another taxpayer?**
- 4. Did you incur moving costs because of job change?**
- 5. Did you start a new business in 2016? See bottom of page for deductible expenses.**
- 6. Did you purchase rental property during 2016? If yes, need income and expenses incurred for property.**
- 7. Did you make any large purchases in 2016 (buy a new car, RV, Boat, etc.)- You can take the sales tax?**
- 8. Did you make any estimated tax payments during 2016 or put any of your last years refund toward taxes?**
- 9. Did you buy or build a house in 2016? If yes, I will need your closing statement.**
- 10. Did you, your significant other, or a dependent become a full-time college student in 2016? You should have form 1098-T for qualifying tuition expenses.**
- 11. Did you give birth/adopt a child in 2016? If yes, I will need their social security number, birthdate, and if applicable, copies of all adoption expenses.**
- 12. Please let me know of any unique situations that happened in tax year. (Ex. Selling inherited property, sell a business).**
- 13. If you are a new client, I will need the amount of your New York State refund for 2015. I will already have it if you are a current client.**

Due Dates for Business Entities

- **Sole Proprietor**- April 15th (Schedule C of Schedule 1040)
- **S-Corporation**- March 15th (\$100 fee every year for New York State)
- **LLC (both single member and partnership)**- April 15th, (\$500 fee every year), Single Member LLC's have a Schedule C like a sole proprietor

Sales Tax Return Due Dates

March 20th, June 20th, September 20th, and December 20th (every year)

Required 1040 Items for 2016 Tax Preparation

1. _____ **Most Recent Tax return, if not done by me.**
2. _____ **Dependent(s) names, social security numbers, and birthdates**
3. _____ **All W2's received from your employer**
4. _____ **All 1099-Misc forms**
5. _____ **Student loan statements**
6. _____ **All 1099-Interest statements for bank interest**
7. _____ **All 1098's for mortgage interest have on house**
8. _____ **All 1099-G's for unemployment compensation**
9. _____ **Form from government for state tax refunds from previous year**
10. _____ **All year-end investment statements**
11. _____ **Fees for 2015 tax return**
12. _____ **All medical expenses (prescription & doctor copays, medical insurance premiums, payment for medical that comes out of paycheck) if think qualify for deduction.**
13. _____ **Real Estate Taxes for 2016 (School (pay in September 2016), County & Town (pay in January 2016) and Village (in some cases))**
14. _____ **Charitable contributions (both cash and items donated)**
15. _____ **Any unreimbursed business expenses (dry cleaning, union dues, cell phone, uniforms for work (uniforms do not include professional suits/blouses/pants/etc.), membership dues for professional groups, exam fees (ex. CPA exam), etc.)**
16. _____ **All childcare expenses (must have person/place address and ID #)**
17. _____ **Statements for New York State Qualified 529 Plan and amounts contributed**
18. _____ **All expenses paid for adopting a child in 2016.**

19. _____ Any contributions to a traditional IRA in 2016

20. _____ Invoice for any large purchases (Car, RV, Boat) - Can take sales tax

Schedule C / General income & expense items Required for Business Tax Preparation(all may not apply)

_____ Revenue earned in 2016

_____ Cost of goods sold

Receipts for expenses

_____ Advertising

_____ Bank Service Charges

_____ Insurances for business

_____ Membership dues

_____ Professional fees (both legal, accounting, etc.)

_____ All interest paid on bank loans for business

_____ Office Expenses (ink for printer, printer paper, pens, pencils, etc.)

_____ Building and maintenance repairs

_____ Meals and entertainment for business

_____ Travel expenses (airfare, lodging, etc.)

_____ Tolls & Parking

_____ Utilities (timewarner, National Grid, telephone, cell phone)

_____ Postage and delivery

_____ Seminars

_____ Supplies used exclusively for business

_____ **Credit card processing fees**

_____ **Continuing education**

_____ **All significant assets purchased in 2016 (office equipment, office furniture, filing cabinet, etc.)**

_____ **Either mileage or car expenses (fuel, repairs, etc.) – NOT both**

_____ **All payroll paid to employees/contractors**

_____ **Health insurance premiums (if not under spouses insurance)**

_____ **Rent**

_____ **Home office expense (need to know % office square footage to total house or apartment square footage)- need home utility bills, internet, repairs and maintenance, homeowners insurance, etc.**