SCHLABACH ENTERPRISES INC.
Accounting, Tax, & Consulting Services

INCOME TAX DOCUMENT CHECKLIST

NEW CLIENTS (**these documents will be scanned and returned to you while you are in our office)**

- ☐ **Social Security Cards for ALL individuals listed on return**
- ☐ **Birth Certificates for ALL dependents (children and adults)**
- ☐ **Federal & State Tax Returns for the last two (2) years**
- ☐ **Any current correspondence or notices from IRS or State Tax Agencies**

NEW & RETURNING CLIENTS

- ☐ **NYS Drivers Licenses – for security verification to prevent fraud – NEED TO VERIFY**
- ☐ **Birth Certificates for all dependents (unless we already have on file)**
- ☐ **Death Certificate for a spouse or child that has passed away in 2017**
- ☐ **Bank account verification for direct deposit – DEPOSIT SLIPS DO NOT WORK**
    - **Please make sure to bring a voided bank check with you**
    - **If you wish to split your refund, I will need banking info for BOTH accounts**
    - **If we are preparing your child's return, please bring their account info as well**
- ☐ Change in dependents and their status
- ☐ W-2's, 1099's, and any other compensation (must be mailed to you by January 31st)
- ☐ 1099-B - Proceeds from broker and barter exchange transactions (sale of stock, etc.)

  NOTE: 1099-B's must be sent to you by February 15th. You will also need your cost basis in the asset.

  Detailed cost basis information will be needed to complete your tax return.
- ☐ Schedule K-1 from S-Corp, Partnerships, Estates, etc.
- ☐ Rental income and expenses (Schedule E)
- ☐ Standard/Itemized Deductions (Schedule A)
    - Dental/Medical/Long Term Care & Health Insurance Premiums
    - Real Estate Taxes – Property Tax Bills
    - Mortgage Interest – Form 1098
    - Gifts to Charity
    - Any losses due to casualty/theft, insurance reimbursements received
    - Unreimbursed employee expenses including work related entertainment, travel, meals, and education
- ☐ Moving expenses
- ☐ IRA Contributions (Roth & Traditional)
- ☐ **Higher Education Expenses**
    - **Form 1098-T from colleges and universities along with an Account Transcript from the Registrar's Office to verify the 1098-T information (NEW for 2017)**
- ☐ Student Loan Interest – Form 1098-E from lenders – **many are available online only**
- ☐ **HEALTH CARE DOCUMENTS – Affordable Care Act aka Obamacare**
    - **Form 1095-A, 1095-B, 1095-C, or Exemption Certificate**
    - **Proof of Health Insurance (Insurance Card, Medicare Card, etc.)**
- ☐ **HUD-1 and Closing Statements for all Property/Real Estate Sales and Purchases**

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