Ingenious CFO

Simplifying a regulated world

2013 TAX PREPARATION CHECKLIST

Please provide soft (pdf) or hard COPIES of the following for your tax return preparation, as applicable. If mailing info to us, please do not send originals.

- Signed and dated “2013 Required Questionnaire”
- Signed and dated Ingenious CFO engagement letter **(for new clients only)**
- Copy of your 2012 tax returns **(for new clients only)**
- W-2 forms from each employer during 2013
- Year-end or final paystubs from each employer during 2013
- 1099-INT & 1099-DIV forms for Interest and dividend income, all other 1099 forms
- 1099 and 1099-R forms for pensions & retirement, & SSA-1099 for Social Security
- 1099-K Merchant Card and Third Party Network Payments
- 1099-B forms for the sale of securities, and cost basis if not provided on the 1099-B or a statement from the broker
- 1099-S forms for state tax refunds, gambling winnings, or lottery proceeds
- 1099-C or 1099-A for any cancellation of debt income or foreclosure of a residence
- 1098 forms for mortgage and home equity loan interest, Real estate taxes paid in 2013
- 1098-T forms received from Educational Institutions for Tuition and Fees paid in 2013
- Schedule K-1’s from partnerships, S corporations, trusts and/or estates
- Records regarding rental income and expenses
- Alimony paid or received, including name and social security number of recipient **(Please bring a copy of your divorce decree)**

- Records of the purchase, sale or refinance of a personal residence, 2nd home, vacation home or rental/investment property (including escrow closing statements)
- Summary of medical and dental expenses paid in 2013 including insurance reimbursements
- Schedule of estimated taxes paid for federal, state, and local taxes
- DMV Vehicle License Fees for 2013
- Job-related expenses for educational purposes, job hunting and out-of-pocket expenses related to your employment (union dues, special work clothing, tools, equipment, or supplies)
- Itemized list of charitable donations, for donations, including cash, clothing and household items. For donations of cash that are less than $250, a bank record is needed, for cash donations of more than $250 a letter from the charitable organization is also necessary-**prior to filing the return**.
- Log book for business use of automobiles
- Receipts for travel, lodging, and meals while on business
- Child-care expenses and provider information, including name, address, phone number and tax identification number
- Information on IRA & HSA contributions
- Information on educational expenses for possible tax credits
- Social security numbers and dates of birth for any new dependents
- Summary of moving expenses
- Records regarding vehicles purchased or leased in 2013 if claiming business use
- Summary of casualty losses (fire, theft, natural disaster)

IF YOU CAN ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE PROVIDE US WITH THE INFORMATION AT YOUR APPOINTMENT:

- Did you pay interest on education/student loans?
- Did you convert a traditional IRA to a Roth?
- Did you receive tips?
- Did you receive a notice from the IRS or FTB on your 2010, 2011 or 2012 tax return?
- Did you receive any bartering income?
- Did you receive installment payments on property sales in 2013?

- Did your children under 14 years of age receive interest/dividend income in 2013?
- Did you support anyone other than your own children?
- Did you make gifts to any one individual, other than your spouse that exceeded $14,000 in 2013?
- Do you have a foreign bank account or foreign investments?
- Did you refinance your mortgage in 2013?
- Do you have a foreign exchange student?
- Did you pay points to purchase a home or refinance your mortgage in 2013?
- Do you have a balance borrowed against your home (equity loan or equity line of credit) in excess of $100,000, or total mortgage indebtedness in excess of $1,000,000?
- Did you receive non-taxable sick pay?
- Did you have household employees in 2013?
- Did you pay any health insurance premiums for employees from a Schedule C business?
- If you didn't receive a W-2 form from a previous employer, do you have the final pay stub from that employer?
- Did you receive proceeds from a lawsuit or class action?

PLEASE REMEMBER TO TOTAL UP ANY MISCELLANEOUS RECEIPTS YOU HAVE BEFORE YOUR TAX APPOINTMENT. ALSO, FEEL FREE TO LIST ANY ADDITIONAL QUESTIONS YOU HAVE SO WE CAN ANSWER THEM DURING YOUR APPOINTMENT

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PLEASE VISIT OUR WEBSITE http://ingeniouscfo.com/index.php FOR A LIST OF ADDITIONAL TAX CHECKLISTS, ORANIZERS AND OCCUPATIONAL WORKSHEETS THAT WILL HELP YOU GATHER YOUR TAX INFORMATION AND MAKE SURE YOU DON'T MISS ANY IMPORTANT DEDUCTIONS. THANK YOU.