

Executive Public Accountants Inc.

New Client Checklist - Forms you may need to prepare your tax return

If any of the following pertain to you please provide documentation to us.

- ☐ (New Clients Only) Previous years tax returns
- ☐ (New Clients Only) Proof of date of Birth & Social Security Number for self & dependents
- ☐ Copy of Drivers License or current ID for taxpayer & spouse
- ☐ W-2 Statements (W2)
- ☐ Unemployment Income (1099G or 1099U)
- ☐ Interest and Dividend Income (1099 INT / DIV)
- ☐ Original Purchase Date & Price of Stock sold (if not on brokerage statement)
- ☐ All other 1099 Forms
- ☐ Year- End Investment & Brokerage Statements
- ☐ Social Security Income Statements
- ☐ IRA Contribution & withdraw amounts
- ☐ Business Income & Expenses (fill out worksheet) www.epamn.com/resources
- ☐ Medical Expenses - *if you qualify*
- ☐ Long Term Care Insurance Premium Amount and policy #
- ☐ Property Tax and Real Estate statement
- ☐ Vehicle License Tab renewal cost (make list of renewals cost per vehicle)
- ☐ Mortgage Interest Statements (Form 1098)
- ☐ Charitable Contributions - monetary (Must be 501c3) - Fill out worksheet
- ☐ Charitable Contributions Non-cash (Must be 501c3) - Fill out worksheet
- ☐ Rental Property Income and Expenses (fill out worksheet)
- ☐ Student Tuition& interest forms (paid by loan or other. ie. 1098T, 1098E)
- ☐ Daycare Expense per child. (Provider name, address & Fed ID#)
- ☐ Canceled Debt (1099C)
- ☐ Estimated tax payment (make a list of amount and date) - Fill out worksheet
- ☐ K-12 School Expenses (fill out K-12 school expense worksheet)
- ☐ Property Tax Refund amount (previous year)\$_____

▪ **Additional worksheets/forms are available on our website at www.epamn.com "Resources"**

Please print out any forms that pertain to your tax situation. If you do not have internet access, please call to request a paper copy be mailed to you.

▪ **All Tax Returns must be paid in full before we are able to e-file.**

Payments can be mailed or paid with credit card online on our website. Go to <http://epamn.com>.