

New Client Checklist -

TPN7

Forms we must have in order to begin your return:

- (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

Forms you may need to prepare your tax return

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

- 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)\$_____
- If you have dependent: 886-DEP form and proof of residency - see form

- **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>.
New Client Setup fee \$125