

MA SIERRA INCOME TAX & BOOKKEEPING SERVICES INC

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CHECKLIST – 2012 TAX RETURN

Appointment: Time _____ Date _____

Please use this list to make sure that you have all records, cancelled checks, and receipts so preparation of your income tax return can be done accurately.

- 1. A Copy of last years Federal and State Tax Returns, if new client.
- 2. All W2's, 1099's and Social Security year end statements.
- 3. **Records of other income and expenses:**
 - Real estate documents Interest / Dividend Income
 - Sale, Purchase, Refi, Foreclosures Moving Costs
 - Mortgage interest paid statement Rental Income/Expenses
 - Sale of Assets (Buy & Sell Date & Prices) Foreign Investment Statements
 - Stock (Buy & Sale Dates & Prices) Small Business P/L Statement
- 4. Records of any employment related expenses not reimbursed by employer
- 5. Contribution amounts to churches and charities – **can only claim** amounts that can be proven with receipts, letter from non-profit organization and cancelled check. Receipt must state: **“No goods/services provided”**
- 6. Amounts/date paid for estimated taxes and/or extension, if any.
- 7. Taxes paid: Property Tax, Sales Tax, DMV fees, Local Utility, Car Purchase Contracts
- 8. Credits: Electric/Hybrid Vehicle or Energy Efficient Home Improvements – Purchase date and cost.
- 9. Record of medical expenses including doctor, dentist, x-rays, lab fees, travel, prescription drugs, home medical caregiver and insurance (also long term care)
- 10. Record of major losses sustained: accident, fire, theft, etc. (Must be over 10% of adjusted gross income for deduction).
- 11. Records of child care expenses: include name, address, social security number or EIN number of providers and phone number.
- 12. Dependents name, social security numbers and date of birth.
- 13. Records of tuition, books, and supplies for college or university expenses for yourself and/or children.
- 14. Primary residence purchase (home buyer credit)- signed or stamped copy of final closing statement needed. (Military and some government employees only.)

For any other questions or concerns, write them on the back of this sheet - bring your documents and we will review them during your appointment. **Please bring a check for Direct Deposit Information.**