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Accounting, Payroll, and Tax Services
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WHAT TO BRING or Send for Tax Preparation

- ☐ All **W-2s**
 - ☐ Interest Statements **Form 1099-INT*, 1099-OID***
 - ☐ Dividend Statements **Form 1099-DIV***
 - ☐ IRA & Pension Statements (for withdrawals) **Form 1099-R**
 - ☐ "Miscellaneous income" statements **Forms 1099-MISC, 1099-K**, 1099-S*, 1099-B*, 1099-G, etc.**
 - ☐ Abandonment of Property & Cancellation of Debt **Form 1099-A & 1099-C**
 - ☐ Amounts of any (Roth or traditional) IRA contributions you made for the tax year **Form 5498*** (if available)
 - ☐ Sales of Stocks & Bonds **Form 1099-B**
 - ☐ Brokerage Statements: MUST have Cost of Stocks/Bonds sold & date acquired
 - ☐ Statement of Student Loan Interest **Form 1098-E**
 - ☐ Tuition Statement **Form 1098-T**
PLUS Receipts for book & technology purchases for college
 - ☐ Mortgage Interest Statements **Form 1098**
 - ☐ Health Savings Account Statements **Form 1099-SA, 5498-SA***
 - ☐ Copy of Closing Statement (HUD-1) if Bought/Sold Home or other property
Need Closing Stmt for both Old Home and New Home
 - ☐ Receipts & manufacturer information on energy credit purchases for your home
 - ☐ Medical expenses, including after-tax insurance premiums, doctor, dental, vision care, hospital, & pharmacy bills
 - ☐ Local tax forms if you received them
 - ☐ **K-1 forms** for Partnerships, S-Corporations, Trusts or Estates*
 - ☐ Receipts for cash charitable contributions, or a list of organizations & amounts
 - ☐ Receipts & itemization for non-cash charitable contributions (call for worksheet), and/or **Form 1098-C**
 - ☐ Records of unreimbursed business expenses & mileage required for your job
 - ☐ Rent income & expenses for rental property (call for a worksheet if you need one)
 - ☐ Copies of any other Statements you think might be relevant and **Forms W-2G, 1099-LTC, 1099-H**
- All forms in **bold type** are forms the IRS also has and will check against your tax return

If Self Employed or in a small "side" business:

Total Sales or Receipts and **Forms 1099-MISC and 1099-K** received**

Expenses—list by categories which may include:

- Advertising, Insurance, Business Interest, Office Supplies, Rent, Repairs, Supplies
- Taxes, Meals when out of town overnight, Motel, Airfare, other Travel expenses
- Salaries paid employees (W-2 Wages), Subcontractor payments including copies of ****1099-MISC Filed****
- Purchases for resale, Ending Inventory (which will be deductible as sold, probably in the next year)
- Car and Truck Expense— ****MILEAGE LOGS**** and actual (Need BOTH business miles and non-business miles whether you deduct actual expense or standard mileage allowance)
- Cost and date of Purchase for any new equipment, computers, machines, etc.
- Health Insurance if not covered by a subsidized plan offered by your employer or your spouse's employer

Home office for your business:

If you qualify to take this deduction, please supply:

- Square footage of office and total for home (only if this is a new deduction for you in 2011)
- COST of home and date you began using it as a home office (only if this is a new deduction for you in 2011)
- Annual expenses for homeowner's insurance, utilities and repairs on your home

****May not be due out until 02/15/2012 or later***

*****NEW REQUEST*****