THINGS TO BRING LIST

Please bring the following information with you to your tax appointment (if mailing, please send):

______ 1. All enclosed data collection sheets including a signed LTS *2017 Engagement Letter*.

______ 2. For new clients, bring your 2015 tax return. For RDP's or same sex married couples, let us know.

______ 3. Income statements of any sort including W-2's, 1099's reporting INT & DIV and pension income, partnership, S-Corp and LLC K-1 forms (plus basis worksheets), Social Security income. We need to know if you had any foreign income, foreign bank accounts or US T-Bill or Savings interest income.

______ 4. 1099 forms reporting all stock/mutual fund sales for 2016, as well as purchase date and cost basis information. If you have a gain/loss summary, please provide it. If you exercised Stock Options, we need to know the details.

______ 5. 1099 forms reporting unemployment compensation and state tax refunds.

______ 6. A list, by source and amount, of all tax-free interest income (including from Mutual Funds).

______ 7. Explain if you expect significant changes in income, expenses, marital status or dependents for 2016.

______ 8. All year-end lender loan statements, including Form 1098 and Final escrow settlement statements if you took out a new loan or refinanced or borrowed an equity line. We also need to know the loan balances. Please bring in any 1099A and/or 1099C Forms.

______ 9. 2016 escrow statements for the sale or purchase of real estate. If California real estate and you had withholding on the sale, please provide the Form 593.

______10. Did you file bankruptcy in 2016? ___ Yes ___ No Please provide discharge court papers.

______11. Please provide net worth info, if you had cancellation of debt or property was foreclosed on.

______12. If you are 70½ years old, provide Form 5498 reporting all IRA account balances as of 12/31/15.

______13. 1099R forms reporting all pension and IRA's transferred/rolled over including Roth's.

______14. A list, by amount contributed and date of contribution, of IRA and pension contributions during 2016.

______15. If not previously supplied, provide Social Security numbers of all dependents born in 2016 and older. If you want us to prepare your children's return we will need their income and expense info also.

______16. Name, address and social security numbers of all childcare providers that you paid during 2016.

______17. Did you give or receive any gifts in excess of $14,000 during 2016? If yes we need details including gifts to Education Savings Plans. Form 709 Gift Tax Returns might need to be filed.

______18. Did you have household employees? ___ Yes ___ No. If yes, have you filed W-2's? ___Y____N.

______19. If you must file W-2's or 1099's on others, be sure to prepare and file them by 1/31/17! Have you filed DE 542?

______20. Did you buy any items outside California (this includes internet purchases) without reporting them for sale or use tax? If yes then bring the purchase receipt.

______21. Record of estimated tax payments made including dates paid and amounts.

______22. Any IRS or Franchise Tax Board notices received during 2016.

______23. All legal documents for death (e.g. Form 706), divorce decrees, legal separation or alimony changes.

______24. **ACA Health Insurance for 2016:** ***Let us know if you and your household were covered by health insurance all year and/or applied on the state Marketplace Exchange. Bring all forms 1095 A, B and C including any exemption certificates if applicable.***

______25. If you have received an inheritance, please let us know so we can get the new basis info (Form 8971 from executor) on step-up following the death of the decedent.

______26. Student Loan interest and tuition form 1098-E and/or form 1098-T. If you took distributions from an educational savings account or 529 plan, we will need forms 1099-Q income and basis info, as well as name, address and EIN of college, and dates, amounts and description of educational expenses.

______27. Charity receipts for all donations of $250 or more and for donated goods (after 8/17/07 goods must be in "Good" or "Better" condition) including Form 1098-C auction price info for cars donated.

______28. Disaster Relief: If you were affected by a Presidentially declared Natural Disaster, or assisted others involved, please provide details.

______29. If you have an irrevocable trust, we need the financial statements including information on all disbursements to beneficiaries and a copy of the trust agreement and amendments.

______30. HSA/MSA's: If you have this kind of medical plan we need forms 1099-SA and 5498-SA to know plan details including the deductible and amounts of contributions, rollovers and earnings during the year (F8889).

______31. Hybrid & Electric Cars: If you bought or sold a hybrid, plug-in or electric car bring documents to determine tax credits/recapture.

______32. If you are claiming auto deductions, we need the total and business mileage including other details. In some cases we also need to have actual expenses during 2016 and the original value of leased auto's.

______33. All legal documents for formation, sale or purchase of a business during the year.

______34. Voided check for account where refunds should be direct deposited (optional).

______35. Any other documents you feel may be needed.

______36. Foreign Bank & Financial Accounts: Provide full details of these type assets including both income and total values. Bitcoin could also be reportable.