THINGS TO BRING LIST

Please bring the following information with you to your tax appointment (if mailing, please send) along with the enclosed data collection sheets, or tax organizer, including a signed *LTS 2020 Engagement Letter:*

FAMILY FILING STATUS

- ☐ 1. Confirmation of your marital status during 2019 and any dependents who lived with you that you provided more than 50% of their support during 2019. We will also need to know their age, relationship to you, citizenship, student and marital status along with all income they earned during the year. For RDP's or same sex married couples, let us know.
- ☐ 2. If not previously supplied, provide SSN's of all dependents in 2019. Because of the unique kiddie tax rules which are different between the IRS and states, let us know if you want us to prepare your children's return.
- ☐ 3. All legal documents for death, divorce decrees, legal separation, alimony changes, child custody and support.
- ☐ 4. Explain if you expect significant changes in income, expenses, marital status or dependents for 2020.
- ☐ 5. **ACA Health Insurance for 2019**: ***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.***

INCOME ITEMS

- ☐ 6. All Income including statements: W-2's, 1099's (reporting INT including US T-Bill or Savings), DIV, R (pension/annuity including distributions, transfers, rollovers and Roth conversions), stock sales, SSA, unemployment comp, state refunds, partnership, S-Corp, Trust/Estate and LLC K-1 forms (plus basis worksheets), etc... We also need to know if you had any foreign income, foreign bank and financial accounts, bitcoin/virtual currency trades.
- ☐ 7. 1099 forms reporting all stock/mutual fund sales for 2019, 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.
- ☐ 8. A list, by source and amount, of all tax-free interest income (including from Mutual Funds).
- ☐ 9. 2019 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. Please provide net worth info, if you had cancellation of debt or property was foreclosed on.
- ☐ 11. Did you file bankruptcy in 2019? _____Yes _____No Please provide discharge court papers when final.

DEDUCTIONS, CREDITS AND ADJUSTMENTS

- ☐ 12. 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. Related to your property loans we need to know how the funds were used i.e. if used for acquisition and improvements or not.
- ☐ 13. Name, address and SSN or EIN's of all childcare providers that you paid during 2019 including amount paid.
- ☐ 14. Record of estimated tax payments made including dates paid and amounts.
- ☐ 15. 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 and scholarships.
- ☐ 16. 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.
- ☐ 17. Casualty & Theft Loss: If you were affected by a Presidentially declared Natural Disaster, provide details.
- ☐ 18. 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).
- ☐ 19. Hybrid & Electric Cars: If you bought or sold a hybrid, plug-in or electric car bring documents.
- ☐ 20. If you are claiming auto deductions, we need the total and business mileage (auto log) including other details. In some cases, we also need to have actual expenses during 2019 and the original value of leased autos.

RETIREMENT AND ESTATES

- ☐ 21. If you are 70½ years old, provide Form 5498 reporting all IRA account balances as of 12/31/19.
- ☐ 22. A list, by amount contributed and date of contribution, of IRA and pension contributions during 2019.
- ☐ 23. Did you give or receive any gifts in excess of $15,000 during 2019? If yes, we need details including gifts to Education Savings Plans. Form 709 Gift Tax Returns might need to be filed.
- ☐ 24. 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.
- ☐ 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.

FORMS AND DOCUMENTS

- ☐ 26. Did you have household employees? ___ Yes ___ No. If yes, have you filed W-2's? ___Y____N.
- ☐ 27. If you must file W-2's or 1099's on others, be sure to prepare and file them by 1/31/20! Have you filed DE 542?
- ☐ 28. Any IRS or Franchise Tax Board notices received during 2019.
- ☐ 29. All legal documents for formation, sale or purchase of a business, and related entities, during the year.
- ☐ 30. Foreign Bank & Financial Accounts: Provide full details of these type accounts and assets including total values. Bitcoin included.
- ☐ 31. Voided check for account where refunds should be direct deposited (optional).
- ☐ 32. 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.
- ☐ 33. For new clients, bring your 2018 tax return.
- ☐ 34. Any other documents you feel may be needed.