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FREDRICK JAMES
Accounting, Tax & Consulting
Innovative Accounting Solutions Today...Financial Security Tomorrow

2009 Important Tax Documents

Personal

If you are a new client please bring copies of all items with an * listed below for anybody listed on your tax return. If you are a prior year client please bring the items with a * next to it for anybody you did not include on your 2008 Tax Return.

_______ *Social Security Cards (Spouse, children and dependents)
_______ *Drivers License (Taxpayer and Spouse)
_______ Children and Dependents Date of Birth
_______ Childcare provider (Name, address and tax I.D. or Social Security Number)
_______ Alimony Paid (Social Security Number)
_______ Last Years Federal and State Returns if possible (Does Not Apply to Prior Year Clients)

Employment and Income

Please review the following checklist and bring in the documents listed in (parenthesis) if any.

_______ W-2 forms (for this tax year)
_______ Unemployment Compensation (Form 1099-G)
_______ Misc. Income and Rental Income (Form 1099-MISC)
_______ Partnership, S-Corporation, Trust and Estate Income (Schedule K-1)
_______ Pensions and Annuities (Form 1099-R)
_______ Social Security, RR1 Benefits (Form RRB-1099)
_______ Alimony Received
_______ Commissions Received/Paid
_______ Jury Duty Pay
_______ Gambling and Lottery Winnings
_______ Prizes and Awards
_______ Scholarships and Fellowships
_______ State and Local Income Tax Refunds (Form 1099-G)
_______ Rental Income

Homeowner, Renter Info

_______ Residential Addresses for the Tax Year
_______ Mortgage Interest (Form 1098)
_______ Points Paid on Mortgage
_______ Sale of Your Home or Other Real Estate (Form 1099-S)
_______ Second Mortgage Interest Paid
_______ Real Estate Tax Paid
_______ Rent Paid During the Year
_______ Moving Expenses
_______ First Time Homebuyer Credit (HUD Statement)
_______ Federal Tax Credits for Consumer Energy Efficiency
***(Please note, not all ENERGY STAR qualified products qualify for a tax credit.)

Financial Assets

_______ Interest Income (Forms 1099INT & 1099-OID)
_______ Dividend Interest Statements (Form 1099-DIV)
_______ Proceeds from Broker Transactions, Sales from Stocks or Bonds (Form 1099-B)
_______ Retirement Plan Distribution (Form 1099-R)

NOTE* Some financial institutions will not allow a joint refund to be deposited to an individual account. If the direct deposit is rejected, a check will be sent instead. The IRS is not responsible if a financial institution rejects a direct deposit.

Tax Preparation Checklist: Page 2

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Financial Liabilities

- ________ Business Auto Loans and Leases (Account Numbers and Values)
- ________ Student Loan Interest Paid
- ________ Early Withdraw Penalties on CD's and Other Time Deposits

Automobiles

- ________ Tax paid for Automobile/Boat Purchase, Yearly Tag Renewal, Other Tax on Vehicle
- ________ New Automobile Purchase Tax Credit for Sales, Local & Excise Taxes

Expenses

- ________ Medical, Eye Care and Dental Expenses (Taxpayer, Spouse and Dependents)
- ________ Gifts to Charity (Written Statement for any single donation of $250 or More)
- ________ Unreimbursed Expenses to Work as a Volunteer
- ________ Unreimbursed Expenses to Work at your Job (Travel, Uniforms, Uniform Cleaning, Union Dues, Subscriptions)
- ________ Investment Expenses
- ________ Educator Expenses
- ________ Safe Deposit Box (Business or Investments)
- ________ Employment Related Moving Expenses
- ________ Home Office Expenses
- ________ New Business Start-up Costs
- ________ College/University Expenses (Hope and Lifetime Learning Credit)
- ________ Job-Hunting Expenses
- ________ Job-Related Education Expenses
- ________ Child Care Expenses
- ________ Medical Savings Account
- ________ Adoption Expenses
- ________ Alimony Paid
- ________ Rental Expenses
- ________ Tax Return Preparation Fees

Self Employment Info

- ________ Business Income (Forms 1099 MISC and Business Records)
- ________ Partnership Income (Schedule K-1)
- ________ Business Related Expenses (Receipts, Documents and Records)
- ________ Farm Related Expenses (Receipts, Documents and Records)
- ________ Employment Taxes & Other Business Taxes Paid for Current Year (Payment Records)

Miscellaneous Tax Documents

- ________ Federal, state & local estimated income tax paid for current year (Estimated tax vouchers, cancelled checks & other payment records)
- ________ IRA, Keogh and other retirement plan contributions (If self-employed, identify as for self or employees)
- ________ Estimated Taxes Paid
- ________ Foreign Taxes Paid
- ________ Casualty and Theft Records
- ________ Other Deductible Expense Records
- ________ Other Revenue or Sales of Property Records that may be Taxable

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