**Tax Appointment Checklist**

**Personal information**

* Name, address, social security number and date of birth for yourself, your spouse and any dependents
* Banking information if direct deposit or direct debit is required
* Last years income tax returns if you are a new client

**Income Date Required**

* W-2 forms
* Interest income forms for any bank accounts
* Year-end brokerage statements
* State/Local income tax refunds
* Social Security income or Unemployment income
* Gambling and/or Lottery winnings
* Contract / Partnership / Trust / Estate income
* Rental income and expenses
* Contributions to retirement plans other than through your employment
* Mortgage interest statement
* Real estate taxes paid
* Closing statements for any real estate purchased, sold or refinanced
* Schedule of estimated taxes paid for federal and state
* Total medical expenses including co-pays, prescriptions and health insurance paid personally
* Charitable contributions
* Dependent care expenses – Provider name, address and tax identification or social security number

**If you are Self-Employed**

* Schedule of income received for the business
* Schedule of expenses paid for the business.  These need to be categorized (i.e. auto, rent, utilities, supplies, advertising, etc.) where possible.
* Schedule of any fixed assets purchased for the business such as furniture, equipment, computers, etc.
* If you are claiming the home office expense – total square footage of your home and square footage of area used exclusively for business