

2011 Checklist for Individual Tax Returns

Income:

- () W-2 wage or gambling statements, 1099-R and/or 1099-SSA retirement statements, 1099-G state tax refund or Unemployment compensation statements.
- () 1099's from banks & financial institutions. If you invest with multiple banks & financial institutions, or have multiple stock sales, we encourage you to take advantage of our new option to have these forms sent to us directly from your financial institution via our Tax Form Drop-Off through a secure server.
- () If you are self-employed or have rental property, in order to qualify for the 10% discount for submitting your information electronically, please submit your business income and expenses via QuickBooks, the E-Organizer, an Excel spreadsheet, or the fillable forms we have made available on our website, www.clementcpa.com.

Deductions:

- () Medical expenses - Due to the 7.5% threshold, most of our clients are not eligible for this deduction unless medical expenses are greater than \$4,000. If you think you are close, submit a summary of your medical expenses, broken out by prescriptions, doctor, dentist, vision, and labs, etc. There is no need to submit receipts.
- () DMV fees, personal property taxes, and real estate taxes - If you purchased an auto, boat, or other high ticket purchase, include a copy of the receipt or contract. If you are eligible for the sales tax deduction, we will calculate using the IRS table based on your income unless you want to add up all the sales tax you paid for the year.
- () Home mortgage interest - Please submit the 1098 form or provide us the name, address and social security number or Federal Tax ID number of the person or entity paid. In the case of investment interest send the year end statement showing amounts paid.
- () Contributions - May be submitted via a list. However, we need copies of receipts for any contribution \$250 or greater. In the case of non-cash contributions to Goodwill, etc., please fill out the worksheet available on our website, and include the receipts received at the time of donation.
- () Miscellaneous deductions - Include union dues, educator expenses, investment expense, tax preparation fees, and employee business expenses. These can be submitted via a list, or again, we have made a fillable form available to you on our website.

Don't forget, if you bought, sold, or refinanced real estate during the year, please send us copies of the final escrow settlement statement.

Understandably, all documents may not be available to you at the time of your appointment. However, if you send the majority of your documents seven days prior to your appointment in .pdf form via the Secure Drawer portal, we will discount your preparation fees by 10%, provided the rest of the documents are sent to us within a reasonable amount of time.