

TAX INFORMATION TO BRING

Please bring any of the following that is relevant to you as well as any other information that you feel may be relevant in your situation.

If you are a new client, bring last year's tax returns

MISCELLANEOUS INFORMATION – NEW CLIENTS ONLY

Full Name & Address
Social Security Numbers..... Of yourself, your spouse, and all dependents*
Birth Dates..... Of Yourself, your spouse, and all dependents
Bank Account Numbers..... If you want your refund direct deposited

INCOME DOCUMENTATION

W-2 Statements..... From all employers, all copies
1099 Statements..... From banks, mutual funds, stocks, retirement accounts, business income, and all other sources
State Tax Refunds..... Only if you itemized deductions last year
Alimony Received..... Not child support
Capital Gains and Losses..... Cost basis of stock or other investments sold

ADJUSTMENTS TO INCOME

IRA or Roth IRA Contributions..... Not necessary if your account is through me
Moving Expenses..... If you moved more than 75 miles for work
Student Loan Interest..... Most lenders send a 1098-E
Educator Expenses..... Up to \$250 per teacher can be deducted
Alimony Paid..... Not child support

CREDITS

Child or dependent care expenses..... Even if money deducted from paycheck
Need name, address, and social security number of child care provider.
Residential Energy Credits..... Cost of solar upgrades only
Education Credits..... Form 1098 from college has eligible expenses. **Print out a bursar's statement from the school's website. Course materials, books & supplies, also**

DEDUCTIONS

State & Local Income Taxes Paid..... Available on W-2's
Mortgage Interest Paid..... Form 1098 from mortgage company
Property Taxes..... Form 1098 from mortgage company or amount paid if not escrowed
Medical Expenses..... Including doctors, dentists, hospitals, prescriptions, eye care, and out of pocket cost of health insurance
Charitable Contributions..... Both cash and non-cash donations
Casualty or theft losses..... If out of pocket losses exceed 10% of income
Auto Excise Taxes..... From your vehicle registration – excise & wheel tax
Unreimbursed Employee Expenses..... See back of this checklist
Tax Preparation Fees..... For preparation of last year's taxes
Investment Expenses, Safe Deposit Box Expenses, Trustee Fees Paid

INDIANA DEDUCTIONS AND CREDITS

Renters Deduction..... Total rent paid, name and address of landlord
College Donation Credit..... Donations made to Indiana colleges and universities
Insulation Deduction..... Amount spent to increase insulation value of home
Indiana CollegeChoice 529 Contributions..... Contributions to Indiana plan & account number

DON'T FORGET YOUR AUTO EXCISE TAXES

BUSINESS EXPENSES FOR BOTH SELF-EMPLOYED AND EMPLOYEES

Meals & Entertainment	Full amount spent
Reimbursements	Not included as income on W-2
Local Transportation	Buses, taxis, train, etc.
Travel Expense	For overnight business travel
Reimbursements	Not included as income on W-2
Other Expenses	Used to conduct business
Advertising	
Office Expenses	
Supplies	
Any Other Expense incurred conducting business	
Business Equipment	
Vehicle Expenses (if auto is used for your job or business)	
Description of Vehicle	Example: 2015 Ford Fusion
Date Placed in Service	First used for business purposes
Total Mileage	All miles driven for any reason in that car
Business Mileage	Total miles driven for business
Commuting Mileage	Total miles to and from work/office
Average Daily Round Trip Commute	Round trip miles between home and work/office
Parking Fees & Tolls	
(If Using Actual Expenses instead of Standard Mileage Rate, Also provide: Gasoline, Lube, Oil Repairs, Tires, Insurance, Miscellaneous, Auto License Fees, Interest on auto loan)	

ADDITIONAL EXPENSES FOR SELF-EMPLOYED

Commission and Fees	Legal & Professional Services
Contract Labor	Pension and Profit Sharing Plans
Employee Benefit Programs	Equipment Rent
Health Insurance	Taxes and Licenses
Other Insurance	Wages
Business Interest	All other expenses incurred in business

BUSINESS USE OF HOME (HOME OFFICE)

Business Use Area	Square footage or dimensions of office
Total Area of Home	Total square footage and number of rooms
	No. of rooms does not include bathrooms, closets
Purchase Price of Home	What you paid for it or what it was worth when you began using a home office
Indirect Expenses	
Mortgage Interest	Will get from Schedule A
Real Estate Taxes	Will get from Schedule A
Insurance	total annual premium, will be on Form 1098 from mortgage company if escrowed
Miscellaneous	full amount for the entire home for the whole year
Rent	full amount for the year if renting home
Repairs & Maintenance	Any maintenance done anywhere in the home
Utilities	Including gas, electric, water, local phone, cable
Other Indirect Expenses	Including trash, internet, home improvements and any other expense for any part of the home
Direct Expenses	Amount spent specifically on the home office

We will need Form 1095 for proof of health insurance.

**GO TO www.heinekampfinancial.com FOR MORE HELPFUL WORKSHEETS—
ESPECIALLY IF YOU HAVE A SIDE BUSINESS OR RENTAL PROPERTIES**

IF YOU ARE A NEW CLIENT, BRING LAST YEAR'S TAX RETURNS