



2019 TAX INFORMATION 1040 CHECKLIST

PLEASE INCLUDE WITH YOUR TAX DOCUMENTS, COMPLETED CHECKLISTS AS WELL AS THE SIGNATURE PAGE FROM THE ENGAGEMENT LETTER. (See website www.jedgarcfo.com)

WE WILL NOT PROCESS A TAX RETURN UNTIL WE HAVE RECEIVED A COMPLETED CHECKLIST AND SIGNATURE PAGE OF THE ENGAGEMENT LETTER

PDF or PAPER copy of you return: PDF _____ PAPER _____

NEW THIS YEAR:

You can now upload your tax data to our secure network by emailing JOHN@JEDGARCFO.COM, John will email you a link to upload your data using One Drive

Taxpayer
First Name _____ Initial _____ Last _____ SS# _____ Date of Birth _____

Spouse/Partner
First Name _____ Initial _____ Last _____ SS# _____ Date of Birth _____

Current Address _____ New address for 2019? _____

Best Telephone number(s): _____

Email Address: _____

*******PREPARER E-FILE MANDATE – Law requires our firm to E-file all returns. *******
(There is an option for clients to opt out of e-filing, please let us know if you wish to opt out)

E-FILING BANK INFORMATION:

Name of Bank _____ Routing Number _____ Account Number _____

Checking _____ Savings _____

Or you can attach a voided check or photocopy of a check.

PLEASE NOTE: To file electronically, you will need to sign form 8879 to authorize the E-File. We will provide this form once your return is complete for your signature. You may email or fax your signature back to our office.

Do you wish to donate to the Presidential Election Campaign Fund? _____
Did you earn income in another state? _____ List state(s) _____ Dates Worked _____
Did you live in another state? _____ List state(s) _____ Lived from _____ to _____

New Clients Only - please provide a copy of your prior year 2018 federal and state tax returns.

DEPENDENTS: If there are no changes to your dependents from last year only complete name and associated questions. If you need more space for Dependents, please attach additional pages.

IF YOU ARE THE NON-CUSTODIAL PARENT CLAIMING A DEPENDENT YOU MUST PROVIDE FORM 8332 FOR ATTACHMENT TO YOUR TAX RETURN. (You can download the form at www.irs.gov under forms and instructions)

Dependent #1

Name: _____ SS# _____ DOB _____ Relationship to you _____

Are you the custodial parent(s) for this dependent (Yes or No) _____. If No? # Of Months they reside with you during the tax year _____ **Attach form 8832.**

Total amount paid for childcare if applicable: _____ (**Attach receipts see also below Child Care Tax Credit**)

This Dependent attended college during 2019 (Yes or No). _____. If Yes what year of Study? _____
(**Attach 1098 T and other support for education expenses – See below Education Tax Credit/Deduction**)

Did this dependent have taxable income in 2019? (Yes or No) _____. If yes please **include a copy of their return or source documents for the income**. Would you like us to prepare their return if needed? (Yes or No)

Dependent #2

Name: _____ SS# _____ DOB _____ Relationship to you _____

Are you the custodial parent(s) for this dependent (Yes or No) _____. If No? # Of Months they reside with you during the tax year _____ **Attach form 8832.**

Total amount paid for childcare if applicable: _____ (**Attach receipts see also below Child Care Tax Credit**)

This Dependent attended college during 2019 (Yes or No). _____. If Yes what year of Study? _____
(**Attach 1098 T and other support for education expenses – See below Education Tax Credit/Deduction**)

Did this dependent have taxable income in 2019? (Yes or No) _____. If yes please **include a copy of their return or source documents for the income**. Would you like us to prepare their return if needed? (Yes or No)

Dependent #3

Name: _____ SS# _____ DOB _____ Relationship to you _____

Are you the custodial parent(s) for this dependent (Yes or No) _____. If No? # Of Months they reside with you during the tax year _____ **Attach form 8832.**

Total amount paid for childcare if applicable: _____ (**Attach receipts see also below Child Care Tax Credit**)

This Dependent attended college during 2019 (Yes or No). _____. If Yes what year of Study? _____
(**Attach 1098 T and other support for education expenses – See below Education Tax Credit/Deduction**)

Did this dependent have taxable income in 2019? (Yes or No) _____. If yes please **include a copy of their return or source documents for the income**. Would you like us to prepare their return if needed? (Yes or No)

IF YOU NEED AN E-FILED STATE RETURN PLEASE PROVIDE:

****A copy of the front and back of driver's license/ state ID or fill in the following****

Taxpayer

Driver's License or State ID #: _____ State of _____

Issue: _____

Date of Issue: _____ Date of _____

Expiration: _____

Spouse

Driver's License or State ID #: _____ State of _____

Issue: _____

Date of Issue: _____ Date of _____

Expiration: _____

INCOME ITEMS: PLEASE ENCLOSE ORIGINAL OR COPIES OF ALL FORMS AND STATEMENTS

_____ W-2 wage statements.

_____ 1099-G Unemployment benefits statements.

_____ 1099 -INT and 1099-DIV. Interest and dividend income statements

_____ 1099- B and Year end investment statements. *(Documents for sales of investment assets. MUST include date of sale, proceeds, date of original purchase and original cost basis. Brokers are now required to report your cost basis, but your broker may not have this information correct on file. Please provide the information to support the basis of your assets sold.)*

_____ 1099-R Distribution from or rollover of assets from retirement accounts.

_____ SSA-1099 Social Security benefits statements or RRA-1099 Railroad Benefits statements.

_____ K-1 Statements – Owner, Partner or Beneficiary share of income, deductions and credits from S-Corporations, Partnerships and/or Trusts and Estates.

_____ 1099-Q Distributions from Education Savings accounts such as 529 Plans

_____ 1099-C Cancellations of Debt

_____ 1099-S Proceeds from sales of Real Estate. Please include Settlement Statement from Sale as well as from original purchase (your cost basis and purchase date).

Did you live and own this property as your principal residence two of the past five years? _____

_____ Alimony Received. Only for Divorce or Separation agreements executed prior to 2018. Please be sure this amount agrees with the Alimony Paid deduction on your x spouses return or provide permission and contact for us to confirm with x spouse's tax preparer. If your divorce settlement or separation agreement changed in 2019 please include copies of the documents.

_____ Other income – Internet sales (eBay etc.), Jury duty, Gambling winnings, Prizes, LTC Benefits (1099LTC), etc.

CREDITS:

_____ Educator expenses

_____ Alimony paid: Only for divorce or separation agreements prior to 2018. Paid amount _____ Name and SS# of recipient _____ Please be sure this amount agrees with the Alimony Income claimed on your former spouses return or provide permission and contact for us to confirm with former spouse's tax preparer. If you made changes to your divorce settlement or made changes to an existing settlement in 2019 please provide us copies.

_____ IRA, SEP, SIMPLE or other qualified plan contributions not otherwise documented on your W-2 forms. (Please include statements of contributions where possible and specify the type of account).

Please indicate whether your contributions are deductible or nondeductible. **NON-DEDUCTIBLE CONTRIBUTIONS REQUIRE REPORTING TO INSURE CONTRIBUTIONS REMAIN NON-TAXABLE ONCE WITHDRAWN.**

_____ Student loan interest paid. Include statement form 1098 E

_____ Childcare expenses. **(This information is still needed even if you have the care expenses withheld pretax from your paycheck)**

- a.) Name of the daycare facility or name of day care provider. _____
- b.) Address of provider. _____
- c.) Federal identification number or social security number of each provider. _____
- d.) Total paid in 2019 _____

Please provide information even if you think we have the data from last year.

Please provide total paid per facility and per child.

_____ Education expenses

- a.) Forms 1098-T to support deduction/credit.
Need Student name, name and address of school, year in school and total qualified expenses paid.
- b.) 1099-Q Distributions or payments from educations savings accounts. Need Student name and total tuition paid.

_____ Residential Energy Credits. Include receipts or description of property, date placed in service and cost. (Solar electric, solar water heating, fuel cell, small wind, geothermal heat, insulation material, exterior windows, exterior doors, roofing, certain heat pumps, furnaces, boilers, biomass fuel). If you received a credit in the past please indicate? _____

Itemized and Other Deductions:

_____ If you purchased your health insurance through the **Health Insurance Marketplace (via healthcare.gov or State marketplace) please attach Form 1095 A and /or B**

Medical and Dental expenses:

- a.) Provide totals of out of pocket expense. _____
- b.) Total medical miles driven. _____
- c.) Total medical insurance premiums paid on a **non-pretax** basis. _____
- d.) Long term care premium payments made and/or any benefits received by taxpayer. _____
- e.) HSA (Health Savings Account) or MSA (Medical Savings Account)

Include forms – 5498SA and 1099SA

- i) Type of plan: Family or Individual? _____
- ii) If you didn't have the plan for a full year, how many months did you have it for? _____
- iii) What is your deductible? _____
- iv) How much did you contribute to the HSA/MSA plan? _____
- v) How much was disbursed from the HSA/MSA plan _____
- vi) How much of the disbursement was used for qualified medical expenses? _____

_____ City/town tax paid for vehicles or other personal property. Please note your deduction of state and local income, sales, and property taxes are limited to a combined, total deduction of \$10,000 (\$5,000 if married filing separately).

_____ Real estate taxes paid on all properties. Please note your deduction of state and local income, sales, and property taxes are limited to a combined, total deduction of \$10,000 (\$5,000 if married filing separately).

_____ Mortgage interest paid on all real estate; first and second residences (Attach Form 1098 and settlement statements if you refinanced or purchased a new property).

_____ Charitable contributions (cash and property). The law now requires a receipt or cancelled check for all contributions. If the contribution is over \$250 you must have a receipt from the charity, a cancelled check is not enough.

Total Charitable miles driven _____

Non-Cash or Property donations must include receipt with description, contributed value, and original cost, date of donation and recipient name and address. No receipt, or missing information, no deduction.

_____ Estimated tax payments, federal and state, please include dates paid and payment amounts.

OTHER QUESTIONS – PLEASE REVIEW THE FOLLOWING LIST OF QUESTIONS AND COMPLETE ANY THAT APPLY

1. Change in marital status during the year? _____
2. Did you/spouse/partner change names last year? _____ (bring copy of new SS card)
3. Did taxpayer and partner/spouse live apart for the entire last 6 months of the year or longer? _____
4. You or your partner/spouse legally blind or disabled? _____
5. Either you or your partner/spouse reach or will reach age 70 ½ this year or next? _____
6. Did you start or dispose of a business during the year? _____
7. Did you receive or pay for goods or services using Crypto Currency like Bitcoin? _____
8. Did you earn any foreign income, or did you pay any foreign taxes? _____
9. Do you have any foreign bank accounts or trust? Signing rights on foreign account? Ownership or beneficial interest in a foreign accounts or foreign assets? _____ If yes please describe

10. Did you receive a damage award for personal injury, sickness, or discrimination? _____

11. Have you started or finalized an adoption or incurred adoption expenses? _____

12. Did you give gifts of more than \$15,000 to any individual(s) in 2019? _____

13. Did you have any bartering transactions? _____

14. Did you pay a household employee in 2019? _____

15. Did you file bankruptcy in 2019 or are planning to soon? _____

16. Do you expect significant changes in income, expense or dependents for 2020? _____

17. Are there other matters we need to be aware of? _____(please explain)
