



2016 Tax Checklist for Preparing Current Year Personal Tax Returns

1.) Forms and instructions for preparation of your 2016 personal income tax return can be found on our website at www.jptfinancial.com in the tab "Documents". If you do not have access to the web please contact our office and we will send you applicable forms and instructions in the mail.

(a) Both new and existing clients are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients.

NEW clients are also required to provide our office with a copy of the following:

- (a) Your 2016 prior year income tax return (federal and states as applicable)
- (b) A driver's license for the taxpayer and spouse
- (c) Social security cards for the taxpayer, spouse and dependents for identity verification

(b) Under **Personal Tax Preparation Resources**:

1. Please read our **Letter to Clients for Individual Client Tax Preparation**
2. All clients are requested to complete the **Engagement Contract** prior to the preparation of your income tax return.
3. All clients are requested to complete the **Personal Data** form, including filing status, taxpayer and spouse social security numbers, drivers license or state photo ID details, and any estimated tax payment information for 2016 if applicable.

NOTE

All clients and their spouses/partners are now required to provide their driver's **license or state photo ID details** to us every year. Some states are now requiring this information for identity verification when income an income tax return is e-filed. This information needs to be provided to us in the **Personal Data** form.

4. Clients are required to complete the **Direct Deposit & Electronic Funds Withdrawal Information** form every year (including a copy of a voided check) to ensure that we have accurate bank and/or credit card information to set up a tax refund direct deposit and/or electronic funds withdrawal from your bank account or credit card for any payment if desired when your return is e-filed.
5. Clients are requested to complete the following forms, as applicable for the preparation of your income tax return:
 - Dependents
 - Child & Dependent Care

- Profit or Loss from Business
- Small Employer Health Insurance Credit
- Auto Expense Worksheet
- Expenses for Business Use of Your Home
- Employee Business Expenses
- Sale of Capital Assets
- Sale of Home
- Energy Credits
- Casualty and Theft Losses
- Rental Real Estate & Royalties
- Issuing 1099-MISC Forms for Real Estate Property
- Installment Sales
- Non-Cash Charitable Contributions
- Household Employment Taxes

2.) **HEALTHCARE INSURANCE COVERAGE**

It is required by the IRS to report health insurance coverage on your personal income tax return. According to the IRS, residents must maintain minimum essential health coverage or pay a penalty. Minimum essential coverage includes government sponsored programs (Medicare, Medicaid), eligible employer-sponsored plans, plans in the individual market, certain grandfathered group health plans and other coverage as recognized by the Department of Health and Human Services.

(a) All clients are required to read and complete the **Health Insurance Coverage Form** found on our website www.jptfinancial.com in the tab "Documents" under "Personal Tax Preparation Resources".

(b) Did you have healthcare coverage for yourself and everyone claimed on the tax return for the entire year? If yes, where did you purchase the healthcare coverage?

1. Employer
2. Medicaid
3. Medicare
4. Marketplace (Exchange)
5. Other

(c) Please provide our office with copies of the following documentation related to health insurance coverage for all members of your "tax family" as applicable:

1. IRS Form 1095-A: Health Insurance Marketplace Statement (if you had healthcare coverage with a government Marketplace or Exchange)
2. IRS Form 1095-B: Health Coverage
3. IRS Form 1095-C: Employer-Provided Health Insurance Coverage
4. Copy of your medical insurance card

3.) **DUE DILIGENCE**

The IRS expanded the “**Due Diligence**” requirements and responsibilities of tax preparers to ensure that the information being provided by the taxpayer to calculate the following tax credits is complete and accurate:

- EITC (Earned Income Tax Credit)
- AOTC (American Opportunity Tax Credit – Education Credit)
- CTC / ACTC (Child Tax Credit and Additional Child Tax Credit)

As such, we will expand our interview with clients who claim any of the credits above to provide our office with adequate information to comply with this IRS mandate.

Clients who are eligible for the Earned Income Tax Credit, American Opportunity Tax Credit as applicable, found on our website www.jptfinancial.com in the tab “Documents” under “Personal Tax Preparation Resources”.

4.) **GENERAL INFORMATION**

Review the following questions and let our office know if any are applicable to your tax preparation:

- Were there any changes to your filing status or number of dependents during 2016?
- Can you or your spouse be claimed as a dependent by someone else?
- Did you incur any childcare expenses?
- Did you have a change in residence or job location during the year?
- Did you move during 2016? If yes, advise from where and the date of the move.
- Did you reside in more than one state during 2016? If yes, which states?
- Did you receive any notices from the IRS or the state taxing agency? If yes, please provide.

5.) **INCOME INFORMATION**

Review the following questions and let our office know if any are applicable to your tax preparation:

- Are you missing a W-2 from any employer?
- Did you use your vehicle on the job other than for commuting to work?
- Did you have an employer-provided vehicle which you drove home or used personally? If so, provide the lease value.
- Did you work out of town at any time during the year?
- Did you earn income from a state other than the state in which you live? If yes, what state and how much?
- Did you or your spouse receive any tips not reported to your (or your spouse’s) employer?

- Did you receive any disability income during the year? If yes, how much and provide form 1099-R.
- Did you have an interest in or signature over a bank or brokerage account in a foreign country? Were you a grantor of or transferor to a foreign trust?
- Did you earn interest from, or are you an authorized signature holder on, a foreign bank account?
- Did you have any income from, or pay taxes to, a foreign country?
- Did you engage in any bartering transactions during 2016?
- Did you surrender any US Savings Bonds during 2016?
- Did you receive any state or local income tax refunds from prior years?
- Do you or your spouse have any IRA accounts?
- Did you re-characterize any IRA's this year?
- Did you or your spouse "roll over" a profit-sharing or retirement plan distribution into another plan?
- Did you receive a Schedule K-1 from a partnership, S corporation or trust? If yes, please provide.
- Did you or your spouse receive any social security benefits during the year? If yes, attach form(s) SSA-1099.
- Did you receive any type of prize, award, or gambling winnings during 2016?
- Did you receive any of the following: Unemployment Income, Combat Pay, Jury Duty and/or Alimony, or Maintenance Received? If yes, what and how much?
- Did you receive any other income not listed above? If yes, please provide type and amount.
- Does anyone owe you money that has become uncollectible?

6.) **BUSINESS INFORMATION**

Review the following questions and let our office know if any are applicable to your tax preparation:

- Did you start a business or purchase any rental property during 2016?
- Have you purchased any business assets (furniture, equipment, etc.) or converted any assets to business use?
- Did you dispose of any business assets (including real estate)?
- Did you own rental property? What percentage of time did you spend managing your rentals?
- Did you purchase any gasoline, diesel, or special fuels for non-highway business use?

7.) **OTHER INFORMATION**

Review the following questions and let our office know if any are applicable to your tax preparation:

- Were any tuition costs paid during 2016 (even if classes were attended in another year)?
- Did anyone in your household attend higher education classes in 2016?
- Did you incur a loss due to damaged or stolen property?

- Did you purchase a home for your personal residence between 4/8/2008 – 12/31/2008 in which the First-Time Homebuyer Credit was taken on the home?
- Did you refinance your principal home or your second home or make a home equity loan during the year? If yes, provide all escrow, closing and other pertinent documentation and information.
- Did you make any gifts to any one person in 2016 in excess of \$14,000? If so, are you splitting this gift with your spouse?
- Did you pay wages to any household employees (babysitter, housekeeper, nanny, etc.)?
- Highlight any extraordinary events that occurred in the current year that may have a tax effect. Here are some examples:
 - (a) You bought or sold property
 - (b) You sold a large portion of stock
 - (c) You had a fire loss
 - (d) You bought or sold a business
 - (e) A tenant in your building did not pay you rent for 6 months

8.) Provide our office with the supporting documentation which includes (but is not limited to) the following:

- Form W2 – wages/salaries
- Forms 1099-Div, 1099-Int, 1099-OID -> Dividends, Interest and Orig. Issue Discount
- Investments Capital Gains/losses -> Broker statement, form 1099-B showing proceeds from the sale of stocks, bonds, etc. & schedule showing original purchase price & date for each investment
- Schedules K-1 (form 1065) from investments in partnerships & other K-1 forms for income from estates, trusts & S Corps
- Charitable Contributions - A “record of contribution” is required for ALL cash contributions, regardless of amount, including (1) a bank record, such as a canceled check, a bank copy of the canceled check, or a bank statement containing the name of the charity, the date, and the amount, or (2) a written communication from the charity that includes the name of the charity, date of the contribution, & amount of the contribution. Cash contributions of \$250 or more require written acknowledgement from the charity reporting the amount donated, whether the charity gave the taxpayer any good or services in return, & the value of any goods or services the taxpayer received.
- Donations of Property – (1) Receipts from charitable agency, (2) estimated value of property given & (3) appraisal fees for expensive donations. Clothing & household items must be in good used condition or better to be deducted as a charitable contribution. If not in good used condition or better, a charitable contribution deduction is allowed if the deduction claimed is more than \$500 & a qualified appraisal is included with the tax return. Complete & submit the form **Non-Cash Charitable Contributions** found on our website www.jptfinancial.com in the tab “Documents” under “Personal Tax Preparation Resources”.
- Other charitable donations – (1) Prior years’ tax returns if you have unused charitable contributions (carryovers) from earlier years & (2) year-end paycheck stub if donations were paid through your wages.
- Income from Foreign Investments – amount of foreign taxes paid

- Income from stock option exercises & sales – (1) stock option agreement which shows type of options received, (2) statement showing exercise price of options & (3) form 1099-B showing proceeds from stock sale
- Sale of employee stock purchase plan shares – (1) Form 1099-B showing proceeds from stock sale, (2) stock price on grant date & (3) stock price on purchase date
- Advance Child Tax Credit Payment from IRS - (1) copy of the IRS notice announcing the amount of your payment & (2) amount of payment you received
- Social Security Benefits – Form SSA-1099
- Childcare costs – (1) Cancelled checks or invoices, (2) childcare provider’s name, (3) provider’s address & (4) provider’s tax ID or social security number
- Education costs – receipts for tuition or cancelled checks for post-high school education
- Adoption costs – legal fees, transportation, other costs
- Alimony received – Receipts/cancelled checks, bank statement or personal recap
- Business or Farming Income – (1) books/accounting records for your business or (2) invoices/billings, bank statements, cancelled checks for expenses, payroll records, invoices for major purchases of machinery, equipment, furniture, etc., logs or other records listing vehicle mileage & inventory records if applicable
- Use of Home for Business – (1) square footage of your home office, (2) total square footage of your home, (3) total rent paid if home if rented, (4) mortgage interest reported on Form 1098, (5) property tax payment records, (6) homeowner insurance payments, invoices for home repairs & maintenance & (7) utility bills
- IRA/Pension Distributions – (1) Form 1099-R for payments from IRA or retirement plans, (2) account summary form for the year for your IRAs or deposit receipts/contribution records & (3) most recently filed form 8606 if you received a distribution from an IRA & if you made non-tax deductible contributions
- Real Property Income – Profit & loss statements from your property manager or (1) checkbook or cancelled checks for expenses, (2) Form 1099-Misc for other records for rental income paid to you, (3) mortgage interest from Form 1098, (4) property tax payment records & (5) record of suspended rental losses from prior years. Be sure to review the section **Issuing 1099-MISC Forms for Real Estate Property** found on our website www.jptfinancial.com in the tab “Documents” under “Personal Tax Preparation Resources”:
- Income from Sale of Property – If property was sold in current year include records of (1) sales proceeds – bill of sale, closing statement or other records (2) cost of property sold – invoices, receipts or cancelled checks & (3) capital improvements – invoices on construction contracts & cancelled checks. If property sold before current year on installment basis include (1) form 6252 from prior year, (2) amount of principal collected on the note & date of all payments in current year, (3) amount of interest collected on the note & (4) the name, address & social security number of the buyer
- Unemployment Compensation – Form 1099-G or unemployment check stubs & deposit records
- Miscellaneous Income – including but not limited to (1) barter income form 1099-B, (2) jury duty pay records, (3) form W-2G for gambling & lottery winnings, (4) receipts for all gambling purchases, (5) form 1099-Misc for prizes & awards, (6) form 1099-MSA for distributions from medical savings accounts & (7) real estate tax rebates
- Listing of asset purchases &/or sales, depreciation schedules & section 179 purchases for your trade or business
- IRA Contributions - Year-end account summary or bank statements
- HSA (Health Savings Accounts) contributions & distributions

- Student Loan Interest - Form 1098-E showing interest paid, or loan statements
- Medical Savings Account Contributions - Account statements or cancelled checks
- Moving Expenses - Invoices from moving companies or cancelled checks & paycheck stub for moving expense reimbursements
- Self-employed Health Insurance - Insurance premium bills, or cancelled checks
- Keogh & SEP Pension Plans - Year-end account summary, or cancelled checks
- Alimony Paid - Cancelled checks
- Educator Expenses - Cancelled checks for expenses paid for classroom supplies, etc.
- If Purchased Home in Current Year -> Provide Copy of HUD Closing Statement
- Home mortgage interest & mortgage insurance premiums - Form 1098, or your mortgage statement or bill for the entire current year
- Points - Form 1098 if you purchased a home in current year or your prior year tax return if you refinanced in prior year
- Interest paid on investment loans - Brokers' statements showing margin interest paid & loan statements for loans taken out to purchase investments
- Casualty & Theft Losses – (1) Description of property damaged or stolen, (2) receipts or cancelled checks showing cost of property, (3) insurance policy & insurance reports showing reimbursement & (4) appraisal fees if applicable
- Job Expenses – (1) Reimbursement check stubs or reports from your employer, (2) Job travel information, including invoices, receipts, or ticket stubs for transportation, mileage records per vehicle used, hotel bills, restaurant tickets showing name & address of establishment & parking fee receipts, (3) union dues – Paycheck stub for automatic withdrawals , (4) gifts to clients, etc. – receipts showing date, cost, description, (5) supplies – receipts or bills, (6) property purchased for use in your work – invoices, receipts, (7) uniform & special clothing costs – bills or paycheck stubs showing deductions, (8) seminar fees – receipts or invoices, (9) professional publications & books – receipts or invoices, (10) receipts for small tools & supplies you purchased, (11) job search expenses, including long-distance call bills, resume costs (printing, mailing, resume service, etc.), transportation bills & mileage records, employment agency fees & career counseling costs & (12) job-related educational expenses, including tuition, fee, & book receipts for education that maintains or improves your present skills, transportation receipts, & lodging receipts if you take classes away from home
- Other Miscellaneous Deductions – (1) tax return preparation fees – invoices or cancelled checks, (2) cost of tax return preparation software & books – receipts or cancelled checks, (3) safe deposit box rental fees from bank invoice or statement, (4) IRA custodial fees (if paid from a non-IRA account), (5) payroll records for office workers managing your investments & (6) investment advice costs: invoices or bills
- Medical & Dental Expenses – (1) medical bills or cancelled checks, (2) form SSA-1099 for Medicare premiums paid from your social security benefits, (3) year-end pay stub if premiums were paid through your wages (only if the deductions were after-tax) & (4) mileage records for trips to the doctor, clinics, etc.
- Taxes State & Local Income Taxes – (1) last year's state income tax return, (2) W-2s & (3) cancelled checks for state estimates paid
- Real Estate Taxes – (1) tax collector bills or cancelled checks, (2) form 1098 or closing statement if you bought, sold, or refinanced property in the current year
- Personal Property Taxes – (1) tax bills or cancelled checks & (2) automobile licensing bills, if fees are charged annually based on value

- Information on Household Employees – (1) wages paid during 2010 & (2) employee’s social security number
- Tax Payments – (1) quarterly estimated tax payments – records showing the date paid & amount , (2) if you applied a tax overpayment from prior year to current year, a copy of your prior year income tax return, & (3) if you filed for an extension for your prior year tax return – cancelled checks for payments you made with the extension