



TAX TIPS Preparing for the end of the year:

It's never too early to start preparing for your year-end tax return. Below is a list of some items that you should begin gathering or watch for in the mail:

- Organize and total your receipts (sort them by category)
- List any changes that have happened this year so you can discuss them with your tax preparer
 - Family status changes (marriage, divorce, death, birth of a child or child between the age of 18 - 24 if still in school)
 - Income changes (more or less, job changes, etc)
 - Location changes (address, phone, etc)
- Gather documents and records for all Income of all adults in your home
 - Forms W-2, 1099, disability/sick pay, retirement distributions, social security, interest/dividends, sales of stocks or bonds, unemployment, etc.
(note – investment firms may not send out statements until the end of February)
 - Self-employment income and expenses
 - Rental property income and expenses
- Childcare records (providers tax id number, address and phone number)
 - Amount paid to provider
 - Amount of reimbursement from employer
- Education Payments
 - Form 1098-T from educational institutions
 - Receipts for qualified educational expenses
 - Scholarship amounts received
 - Student account activity statements from educational institutions **are required.** *(you may need to print this out yourself from the students online account)*
- Other items
 - Business use of vehicle (mileage logs and reimbursements from employer)
 - Health Savings account statements
 - Long term care insurance premiums
 - Hobby income and expenses
 - Gambling income and expenses
 - Prizes and Awards
 - Marketplace exemption certificate or form 1095A (if enrolled in exchange)
 - Form 1095B or 1095C for all other insurance
 - Medical expenses (must be over 10% of adjusted gross income if you are under age 65)
 - Mortgage interest statement (forms 1098)
 - Property Tax Statement
 - Vehicle license tab paid records
 - Cash and non-cash donation receipts
 - Charitable or medical mileage
 - Out of pocket (non-reimbursed) employer expense such as dues, publications, tools, licenses, uniforms, etc
 - Estimated tax payments made (amount and date of payment)

While the above is not an all-inclusive list, we hope it will assist you in gathering the necessary documents for your tax return preparation.