

Please BRING this paper with you to your appointment



8903 W. Sunset
Wonder Lake, IL 60097
(815) 728-1996

INCOME & Expenses:

If you do not understand or are not sure if something applies to you, PLEASE bring this with you and we will review this together. ☺ Pixie

NEW THIS YEAR!! IRS requires additional documentation when dependent children are on tax return!!

1. Social Security Card, Birth Certificate, Driver's License (if driving).
2. If under 18 documentation from School showing residence and residential parents, school registration for Spring and Fall 2016; if pre-school then day care document, doctors bills showing custodial parent address and child's address is the same.
3. If dependent is 19 – 24 years and full-time student: for Education Credit MUST have Form 1098-T and account transcript from college showing *entire account of charges and payments* **with DATES**. (Remember Book Receipts)

Forms and Documents

- **W-2** _____; **1099-R** _____ (if Rollover, bring proof of Rollover; Also bring end of year statements for all Retirement Accounts); **SSA-1099**(Social Security) _____; **RRB-1099** or **Other Retirement Annuity** _____
- **Medical coverage:** Form 1095-A, 1095-B, 1095-C are **REQUIRED THIS YEAR**
- **W-2G** _____ (Gambling: bring proof of losses per type of bet per day); **1099-G (Unemployment Income)** _____ & **1099-G State Tax Refund** (from all years if proceeds received in 2015 _____ **1099-INT** _____; **1099-DIV** _____; **Municipal Bond Interest earned 2015** _____; **Bring ALL documents from Broker end of year and tax statement; 1099-B & sales of stocks, bonds** _____ (number of statements attached); **Attach all stock sale transaction information, if for 1099-S (real estate sale) attach all escrow statements & initial costs**) _____
- **Forms 1099-Misc.** _____ (number of forms); **1099-K** _____
- **1099-A** (abandonment/foreclosure) & **1099-C (Cancellation of Debt Income)**
- **ALL information about any funds or ownership you have in any Foreign Account.**
- **Schedule K-1** _____ (Partnerships, S-Corporations, Trust or Estate Income)
- **Alimony Received** _____ **Or Alimony Paid** _____ **to (Name of receiver of alimony)** _____ & (Social Security Number) _____
- **Form 1099-Q, Form 1099-SA (HSA Medical) & Form 5498-SA (HSA, MSA)**
- **Jury Duty** _____; **Unreported Tips** _____; **Disability Income** _____; **Any other Income from Bartering or Hobby** _____; **Elections Worker** _____
- **For seller financed mortgage include amount of Buyer paid interest to you and their Social Security Number and address: \$** _____ **Buyer info** _____
- If Form 1099-Misc is for **BUSINESS, Rental, Farm** then attach the 1099-Misc to an "Income and Expenses" document for that Business, Rental, &/or Farm. ****See website www.abptaxservices.com for helpful sheet to organize this information. For more detailed help go to "Client Resources to Log-in and have access to Specialized Worksheet to detail Income and Expenses.
- **Business, Rental, Farms:** Include a list of all **new equipment acquired this year**, including date of purchase and cost.

- **Form(s) 1098 _____** (number attached) **Label** for 1st Mortgage, 2nd Mortgage, Home Equity, Rental
- **BRING **Settlement Statements_____**; (if Sold or Bought or Refinanced in 2016 bring Settlement Statement)
- **Property Tax Bill for all property you own: Primary Residence (number of bills paid and copies _____, Secondary Residences _____, empty Lots _____** (label and attach paid bills)
- **EDUCATION RELATED: Forms 1098-T (tuition)& 1098-E (student loan interest) Bring TUITION charges and account transcript from the School(s) showing cost, payments, DATES, scholarships, student loans, and what was paid each semester of 2016, 2017, 2015, 2014. Also document showing number of credit hours taken. *Otherwise no credit can be given!***
- **For College Education also bring Book Receipts and other supplies for Classes.**
- **TEACHERS bring expenses!! Your deduction is permanent. Also expenses for Professional Development.**
- **ILLINOIS K-12 bring registration sheets showing costs for Private or Public schools all fees paid in 2016 for tuition, lab fees, drivers ed, book fees, book rental and any field trip receipts,. (Homeschoolers bring actual receipts)**
- **Donation information to any Illinois College Savings Plans**
- **Attach ALL DAY CARE Receipts. Receipts must have on them: Name, Address, Soc.Sec. No. or EIN of Child Care Giver; Name of Child & Amount paid per Child;**
- **The Same information is required for caretaker of disabled/ill individual**

Retirement Contributions

- IRA Contributions for 2016:** _____
- ROTH Contributions for 2016:** _____
- **SEP, Keogh, Individual 401(k) or SIMPLE contributions _____**
- **Do you want to make a contribution in 2017 for 2016 prior to April 2017? ___**

Other Information to document

- **PLEASE attach copy of Legal Settlements, what they are for and how much was paid to Lawyer.**
- **Attach copies of any Divorce or Custody decrees (unless we already have a copy).**
- **Medical and Dental Expenses: Prescriptions _____; Health Insurance Premiums _____; Doctors _____ Dentists _____ Hospitals _____ Clinics/Labs _____; Eyeglasses & Contact Lenses _____ Contact Lense solutions, etc _____; Miles Driven for Medical expenses _____; Other expenses _____**
- **Charity: Cash/Check/Receipt from Charity list per donor and documentation attached?: YES or NO
Non Cash Contributions: Must Attach receipt from the Organization, list of goods donated and pricing; if a donation of a Car Attach 1098-C for Car donation; Mileage for non-profit service or charity donation: __**
- **Miscellaneous Deductions: Union/professional Dues _____; Union Work Dues _____; Professional subscriptions _____; Uniforms _____; Teacher/Educator Expense above \$250 _____; Job Search Costs _____
Gambling losses (to extent of gambling income) _____; Investment Expenses _____**
- **For any Mileage deductions a mileage log or mileage log summary should be attached.**

*** See website www.abptaxservices.com for helpful sheets to organize your information.

1. On Home page click on the "Download and fill out organizer"
2. For more information specific to your situation go to "Client Resources to Log-in. There you will find detailed information for ALL Deductions, from medical, to business, to education, to EIC, to rental****