



## PERSONAL INFORMATION:

### Legal Information:

- Full Name / DOB / SSN / Tax ID numbers for all family members
- Last Year's Tax Return
- Bank Information (direct deposit)



## PERSONAL & SMALL BUSINESS RECORDS:

### 1. Previous Year's Federal & State Tax Returns:

- Both personal and small business tax returns

### 2. Current Financial Statements & Bookkeeping Records:

- This includes Profit & Loss statements, balance sheets, etc.

### 3. Income Records (non-farm):

- You will need all income including 1099's, W2's, etc.

### 4. Farm Income:

- Including forms 1099-PATR, 1099-MISC (USDA), 1099-NEC, crop insurance proceeds, sales of crops and livestock.



## PERSONAL INCOME:

### 1. Personal Income Statements:

- W2, 1099-MISC, 1099-NEC

### 2. Investment or Interest Income Statements:

- Forms 1099-INT, 1099-OID, 1099-B
- K-1

### 3. Pension / IRA / Annuity Income:

- Form 1099-R

### 4. Social Security/RRB Income:

- Forms SSA-1099 and RRB-1099.

### 5. Income From the Sale of a Home or Property:

- Form 1099-S and Closing Statement (HUD)

### 6. Unemployment Compensation & State Tax Refunds:

- Form 1099-G



## PERSONAL DEDUCTIONS:

### 1. Homeowner Expenses:

- Mortgage Interest (Form 1098) and property taxes paid

### 2. Education Expenses:

- Form 1098-T, Form 1098-E

### 3. IRA Contributions:

- Form 5498

### 4. Charitable Contributions:

- Church tithes, Goodwill, etc.

### 5. Child & Dependent Care Expenses

- Daycare statement form

**BUSINESS EXPENSE CHECKLIST:**

Expense Item	Annual total
Accounting & Tax Preparation Fees	
Advertising & Marketing	
Alarm Services	
Association Dues/Fees	
Automotive Repairs	
Bank Fees (Business Account)	
Bookkeeping	
Business Card Annual Fee	
Commission Paid to Others	
Continuing Education	
Contract Labor	
Cost of Goods Sold	
Credit Card Merchant Fees	
Delivery Charges (Freight/Shipping)	
Dues & Subscriptions	
*Equipment Purchases (info needed)	
Equipment Rental	
Equipment Repairs	
Gifts (\$25 max per person)	
Insurance	
Insurance: Business	
Insurance: Health	
Insurance: SUTA / FUTA	

Expense Item	Annual total
Insurance: Workman's Comp	
Interest Business Mortgage	
Interest Other	
Legal Fees	
Licenses	
Office Supplies	
Payroll Taxes (FICA/Payroll Taxes)	
Phone: Business	
Phone: Cell	
Postage	
Printing	
Professional Services	
Publications	
Referral Fees	
Rent	
Small Tools	
Software	
Supplies	
Travel: Hotel, Airfare	
Travel: Meals	
Uniform Cleaning & Laundry	
Uniforms – Shirts, Shoes, Repairs.	
Utilities (water, electric, gas)	

Vehicle Expense List	Annual Total
Mileage <b>OR:</b>	
Fuel, Oil, Repairs & Maintenance	
Insurance	
Interest	
Lease Payments	
Parking Tolls / Fees	

Farm Expense List	Annual Total
Feed	
Fertilizer	
Seeds / Plants	
Vet / Breeding Expenses	

Equipment Purchase Info Needed	
Description of Purchase	
Date of Purchase	
Price (including sales tax/freight)	