



# Lis, McCallion, Raymor & C.O. P.C.

## Income Tax Checklist

Visit our website for updates: [www.lmrcpas.com](http://www.lmrcpas.com)

**Use the list below to help remind you of items needed in order to accurately prepare your tax return**

**IF YOU HAVE A VIRTUAL APPOINTMENT, PLEASE HAVE TAX DOCUMENTATION IN OUR OFFICE 5 TO 7 DAYS BEFORE APPOINTMENT.**

- Taxpayer Name, DOB, SSN
- Spouse Name, DOB, SSN
- Dependents, DOB, SSN
- Home Address
- Phone Numbers
- Emails
- Health Insurance Forms 1095-A, 1095-B, 1095-C**  
**Very important if you have Marketplace Insurance / Healthcare.gov**
- New clients please provide a copy of your prior year tax return
- Direct deposit** of refund provide voided check or  
Routing Number \_\_\_\_\_ Bank Account # \_\_\_\_\_
- Letters or other correspondence from the Internal Revenue Service(IRS)
- Letters or other correspondence from State or Local Taxing Agencies

- W-2s from all employers
- Interest, dividends, annuities
- Education savings bonds
- MI income tax refund
- City tax refund
- W-2 G (Gambling Winnings)
- MI property tax credit
- Alimony received
- Stock/Investment  
year-end tax statements
- 1099s from IRA's, Pensions
- 5498s from IRAs
- K-1's Partnerships, S-Corp
- K-1's Trusts, Estates
- Rental income
- Child Support
- VA Benefits
- Unemployment
- Workman's compensation
- Social Security - taxpayer
- Social Security - spouse
- Sale of residence
- Sale of vacation/investment property

### Deductions

#### Education

- College tuition & fees
- Room & board, books, supplies
- MESP/529 contributions
- MET plan purchases
- Student loan interest

#### IRAs

- Traditional or Roth;  
limit \$6,000 if under 50,  
50 or older limit \$6,500
- Education savings account
- SEP IRA (self employed)
- Solo 401k (self employed)
- SIMPLE IRA (self employed)
- Roth 401k

#### Child Care Credit

- Total expenses per child;  
please provide name,  
address, & ID # of provider

#### Renter's Credit

- Total rent paid;  
please provide landlord's  
name & address

#### \*Medical Expense

- Health insurance premiums
- Health savings acct (HSA)
- Prescriptions & medicines
- Doctor charges
- Dentists/Orthodontist
- Glasses & hearing aids
- Lab fees, x-rays
- Hospital charges
- Long term care expense
- Sugar kits, other equipment
- Medical travel (total miles)
- Treatment programs
- Rehabilitation programs

#### Taxes

- Record of estimated taxes  
paid
- Property tax statements
- Real estate closing papers
- License plates & tabs
- Sales tax paid

#### Energy Credits

- Hybrid or electric vehicles
- Solar, wind, geothermal
- Fuel cell technology

#### Interest Expense

- Mortgage interest to bank
- Mortgage to private party
- Home equity loan
- Investment fees
- Mortgage points
- Mortgage insurance  
Premiums

#### Donations

- \$300 above the line **NEW**
- Church/Temple
- Schools, Hospitals
- Veteran's
- United Way, Boy/Girl Scout
- Charitable travel
- Fundraisers
- Charitable miles driven
- Charitable IRA rollover
- Colleges, public TV,  
museums, libraries,  
shelters, food banks
- Non-Cash (clothing, furniture  
food, etc.); keep receipts,  
dates, itemized lists.
- Receipt required for non-  
cash donation over \$250.
- Cars, boats, etc...

#### Miscellaneous

- Alimony paid
- Gambling losses
- Teaching supplies/material
- Adoption expenses
- Casualty/theft loss
- Un-reimbursed expenses  
for US Armed Forces
- Moving expenses for US  
Armed Forces

\* Only amounts greater than 10% of your Adjusted Gross Income (AGI) documentation required