

WHAT TO BRING TO YOUR APPOINTMENT

If you and your spouse are not both able to attend the appointment you will need to bring a current year e-file authorization form signed by them.

We expect our clients to be organized and have all necessary documents printed and in hand for the appointment. Please open all envelopes and have your spreadsheet or list of expenses totaled and accessible during the appointment.

This helps us to fully complete your return on the day you are here, stay on schedule for the day and keep the prices reasonable for you. If you are missing information it can take several weeks for your return to be finalized.

NEW CLIENTS

(bring these items in addition to the items listed under returning clients)

- state id/ driver's license for you and your spouse
- social security cards for you, spouse and any dependents
- birth certificates for any dependents under 18
- copy of previous 2 years tax returns
- signed e-file signature page for your spouse if both of you cannot attend the appointment
- Health Insurance Documents and and/ or Insurance Card
(Healthcare Marketplace Insurance **cannot** be filed without the 1095 A Document and will reject if you do not provide it.)

RETURNING CLIENTS

- If not already on file please bring all of the items listed above.
- All income statements including:
 - W2
 - 1099 R for pensions and retirement accounts
(including early distributions and rollovers)
 - Retired public safety officers please provide your annual cost of health insurance deducted from your pension
 - 1099 INT for Interest
 - 1099 DIV dividend income
 - 1099 B sale of stock, mutual funds etc.
 - If you have a financial investment account these 1099s may come as a consolidated tax statement. Some companies require you to download and print and will not issue a copy in the mail unless requested. Some financial companies also get extensions and will not release the final forms until late February or later. In order to reduce the need for amendments please contact your advisor and make sure you have the most up to date tax documents.**
 - 1099 G for unemployment
 - W2 G for gambling income (if you intend to report losses please have the total ready for us)
 - 1099 SSA for social security or disability benefits
 - 1099 Q - Disbursements from Qualified tuition plan and any supporting documents to show what was paid out of the account towards tuition.
 - HSA Disbursements
 - Alimony paid or received unless your divorce agreement finalized in 2018

- If you sold a property other than your primary residence of at least 2 years please provide:
 - Date of purchase and value
 - Value of capital improvements
 - Date of sale and sale price and any expenses or closing costs from the sale
 - The closing disclosure/ summary if available
- If you have Rental Property please provide:
 - Rental income
 - An organized and detailed list of expenses that are totaled and listed by category (mortgage interest statement - if your mortgage was sold you may have more than 1, taxes, utilities, repairs etc). Review your prior year schedule E to get an idea.
 - If the property is new please bring the closing disclosure/summary and or a summarized list of the purchase date and price, any closing costs or other fees plus the above items
- Self Employed - Schedule C please provide:
 - Total Income
 - Wages/1099s paid to you and any employees
 - Payroll statements showing taxes paid on payroll
 - An organized and detailed list or spreadsheet of expenses. Please refer to the prior years return. Please call us or email before the appointment if you need help clarifying.
 - If you purchased and new equipment worth more than \$500:
 - Purchase date and value
 - If it's a vehicle bring the sale agreement
- Deductible Items for tax credits etc including:
 - 1099 student loan interest paid
 - IRA or other retirement Contributions
 - Educator expenses
 - MA EZ Pass Tolls for Commuting
 - Contributions to a qualified MA State U-Fund Pan for college tuition
 - HSA Contributions
 - 1098 T - Tuition paid for yourself or a dependent
 - Any other school related expense for books, supplies and equipment. (Room and Board is not used for the education credits)
 - 1099 Q for disbursements from a qualified tuition plan. See above.
 - Childcare expenses, preschool tuition or day camp total per child/ dependant
 - Child Care center or provider name, address and their tax id number or ssn
 - Record of estimated taxes paid per quarter

- Itemized deductions:
 - A lot has changed and many people will not exceed the standard deduction amounts which have basically doubled. See the chart below. There will be a \$10,000 limitation on taxes paid (RE tax, income tax on wages, excise and sales tax). The 2% Exclusion items have been removed (Work from home for payroll employees, unreimbursed uniforms, supplies, unreimbursed mileage investment expenses etc). There are exceptions for this if you are an armed forces reservist, Qualified performing artist, fee based government official, or for impairment related work expenses.**

Filing Status	Standard Deduction
Single	\$12,000
Married Filing Jointly or Qualifying Widow(er)	\$24,000
Married Filing Separately	\$12,000
Head of Household	\$18,000

If you think you may exceed the new standard deduction Please Provide:

- Medical Expenses (must exceed 7.5 % of income)
- Real Estate Taxes on your primary residence
- Excise tax
- Mortgage interest (Home Equity Interest no longer deductible)
- Charitable contributions (If a car or other large item we need the paperwork)