

COMBINED BUSINESS SERVICES

OBTP# B-01437
416 N Molalla Ave, Molalla, Oregon 97038
Ph: (503) 829-2058 Fax: (503) 829-6243

Please bring the following information to your tax appointment:

ALL TAXPAYERS

Please note, not all taxpayers will have all of the documents listed below. Please bring 100% of those items that you do have and cross out those items that do not relate to your current year tax situation. Thanks!

Full name, correct Social Security number and date of birth

Current Address

Marital status as of tax year end (and, is this the same as previous year end?)

NEW CLIENTS: Please bring a copy of your last year's tax return (previous 2 years if available)

All forms W - 2 from your employers

All 1099 - INT Forms from banks (to report bank interest)

All 1099 - DIV Forms from investments (to report dividends)

Capital gains / losses (1099 - B and realized gains/losses statements, including basis)

Sale of real estate (Form 1099 - S, settlement statement, cost basis)

Real estate transactions – all closing/settlement/Final HUD statements

Prior year state refund / unemployment (Form 1099 - G)

IRA and pension income (also withdrawals from 401(k) etc.) (1099 - R)

Social Security benefit income (Form SSA - 1099)

Alimony received or paid

Long-term care (Form 1099 - LTC)

Gambling income (1099 - Misc or W - 2G, also, provide information on gambling expense)

IRA contributions

Tuition expenses actually paid out of pocket or with loan proceeds (Form 1098 - T).

Tuition plan contributions/withdrawals reported on Form 1099 - Q

Student loan interest reported on Form 1098 - E

Amounts and dates of all estimated (“quarterly”) tax payments

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MARRIED / DIVORCED / SEPARATED DURING THE YEAR

Married – Prior year's returns for both spouses

Divorced – finalized date, copy of divorce decree

Separated – date of separation, copy of separate maintenance agreement

TAXPAYERS WITH CHILDREN / DEPENDENTS

Dependents: Full name(s) and correct Social Security number(s)

Date of birth of each dependent

Months spent living in your home

Your expenses for childcare

Birth or adoption during the year – date of birth, social security cards, and adoption papers

TAXPAYERS WHO ITEMIZE DEDUCTIONS

Most taxpayers begin to itemize deductions when they own a home and have mortgage interest and property taxes. Some begin to itemize when their state income tax withholding or sales tax paid is above about 4,500 or so (look on your W – 2 at Box 17). If you think you might be in this group, please prepare the following items:

Medical expenses if they are significant. To figure this out, add up your basic income items – W – 2, 1099, and then multiply that number by 10% - if your medical expenses are greater than that number, you may be in a position to itemize them:

- Insurance premiums
- Doctors and dentists
- Prescription Medications
- Hospitalizations
- Prescribed holistic treatments such as chiropractic, acupuncture
- Eyeglasses or contact expenses
- Medical Equipment
- Number of miles driven for medical purposes

Property (real estate) taxes (not for rental property)

Sales Tax paid on car, truck, SUV, motorcycle, motor home, aircraft, boat, home

Home mortgage interest and points reported on Form 1098 (and bring the form too)

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TAXPAYERS WHO ITEMIZE DEDUCTIONS (Continued)

Other home mortgage interest and points (bring ID info of person who receives 1098)

Mortgage insurance premiums

Gifts of money to charity (cash, check, charge) that you can substantiate

Gifts of good to charity (in good condition, and if more than \$500 in value that you can substantiate your basis)

Information on casualty or theft losses (including Ponzi scheme losses)

Unreimbursed expenses incurred as an employee – auto expenses, travel, meals, education, office, etc

Tax preparation fees paid

Investment expenses, safe deposit box

TAXPAYERS WITH RENTAL PROPERTIES

Address of rental property and property type

Number of days used as a rental

Number of days used personally

Rental income actually received

Expenses related to rental:

- Advertising
- Auto/travel
- Cleaning and maintenance
- Commissions paid
- Insurance
- Legal/professional fees
- Management fees
- Mortgage interest
- Repairs
- Supplies

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TAXPAYERS WITH RENTAL PROPERTIES (Continued)

- Property and rental unit taxes
- Utilities you pay
- Improvements
- For depreciation – basis information

TAXPAYERS WITH SELF EMPLOYMENT INCOME

Description of the work you do

Accounting of your business activity (a QuickBooks portable copy is great!):

- Gross Receipts
- Returns/refunds
- Cost of goods sold
- Advertising
- Auto Expenses
- Commissions and fees
- Contract labor
- Employee benefit programs
- Insurance by type
- Interest expenses by type
- Legal and professional services by type
- Office expenses
- Pension and profit sharing plans
- Rent or lease of office
- Rent of lease of vehicles, machinery, equipment
- Repairs and maintenance
- Supplies
- Taxes and licenses
- Travel (transportation, accommodation)
- Travel meals and entertainment
- Utilities on business property
- Wages
- Telephone expense (business portion, never a first line into your home)
- Dues and memberships/subscriptions
- Other itemized/categorized expenses

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TAXPAYERS WITH SELF EMPLOYMENT + HOME OFFICE

Total square footage of living space

Square footage of space used “regularly and exclusively” for your business

Personal money used to pay rent, mortgage interest, property tax, insurance, utilities, repairs/maintenance, cleaning, and other indirect expenses

TAXPAYERS WHO CLAIM AUTOMOBILE EXPENSES

Date your vehicle was placed in service

Type of vehicle

Total miles driven for entire year for all purposes

Business – purpose miles

Commuting miles

Parking expenses

If not using mileage rate ALL expenses of owning car for year

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TAXPAYERS WHO HAVE ITEMS TO DEPRECIATE

Date of acquisition of item

Purpose of item

Description of item

Cost of item

OTHER GENERAL NOTES

Not all taxpayers will have all of these items or issues on their tax return – so if it doesn't apply to you please don't worry about it.

If you have any questions along the way please call (503)829-2058 or send an email to contactcbs@molalla.net