

**1040 CLIENT CHECKLIST**

**GENERAL INFORMATION**

	Taxpayer	Spouse	
Name			
Address			
City, State, Zip			
Phone #			
Email address			
County of Residence			
County of Employment			
Social Security #			
Date of Birth			
Occupation			
Dependents			
Date of Birth			
Social Security #			

**DEDUCTIONS & CREDITS**

College expenses (*provide Form 1098-T and detail of tuition & fees, housing, books*)

Indiana College Choice contributions (*provide account #, owner, and beneficiary*)

Designated for higher education	
Designated for K-12 tuition	

Rent paid for Indiana residence		Provide months rented	
Provide landlord name and address			

Solar/wind/fuel cell/geothermal energy costs ( <i>provide item purchased, amount, &amp; date</i> )	
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Donations to an Indiana college ( <i>provide date, amount, college name</i> )	
Charitable contributions - noncash ( <i>used items in good or better condition</i> )	
Charitable contributions-cash	
Charitable mileage	

Health insurance premiums ( <i>excluding Medicare and pre-tax employer deductions</i> )	
Medical expenses	
Prescription costs	
Long-term care premiums for taxpayer	
Long-term care premiums for spouse	
Nursing home costs	
Medical mileage	
Indiana Partnership LTC premiums?	
Indiana Partnership LTC premiums?	

HSA contributions (*provide Form 5498-SA and year end check stub if through employer*)

HSA distributions ( <i>provide Form 1099-SA</i> )	
HDHP date coverage began	
HDHP Self or Family Coverage	

Real estate taxes	
Auto excise taxes	
Sales tax on major purchase	
Educator expenses	
Gambling losses	
Roth IRA contributions - Taxpayer	
Traditional IRA contributions - Taxpayer	
Roth IRA contributions - Spouse	
Traditional IRA contributions - Spouse	
Mortgage interest/points	
( <i>provide Form 1098</i> )	
Home equity interest	
( <i>provide Form 1098, amount borrowed, what proceeds were used for</i> )	
Student loan interest ( <i>provide Form 1098-E</i> )	
Investment interest expense	
Private/home school expense	
Child care expense	

**1040 CLIENT CHECKLIST (cont'd)**

**INCOME**

Wages (*provide W-2*)

Investment income (*provide 1099-INT/DIV/B*)

Social security income (*provide 1099-SSA*)

Disability income (*provide 1099-SSA or W-2*)

Retirement income (*provide 1099-Rs*)

Gambling income (*provide W-2G*)

Unemployment compensation (*provide 1099-G*)

S Corp / Partnership income (*provide K-1*)

Forclosure/Cancelled Debt (*provide Forms 1099-C and 1099-A if applicable*)

*Provide amounts or checklist/summary:*

Self-employed income

Rental income

Farm income

Other miscellaneous income


**Did you make all Federal Estimated Income Tax Payments? Please include verification**

Date due	April 17, 2018	June 15, 2018	September 17, 2018	January 15, 2019
Date paid				
Amount				

**Did you make all State Estimated Income Tax Payments? Please include verification**

Date due	April 17, 2018	June 15, 2018	September 17, 2018	January 15, 2019
Date paid				
Amount				

Please answer the following questions marking yes or no. ***For all yes answers please provide us with all pertinent information regarding that transaction.*** All questions pertain to the current tax year.

YES

NO

Did you maintain minimum essential health care coverage for everyone listed on your return for the entire year?		
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Give gifts to any individual of more than \$15,000		
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Noncustodial parent claiming your child (include signed Form 8332)		
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Did any dependents under 24 have <b>unearned</b> income over \$2,100		
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Buy or sell a home or investment property		
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Buy, sell, or exercise stock options		
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Sell or exchange investments, stocks, bonds, etc		
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(If yes we will need basis information including date and amount of original purchase)

Have you received any correspondence from the IRS or state government		
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( If yes we will need copies of this correspondence)

<b>Would you like to direct deposit any refund? (no additional charge)</b>		
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*\*IRS will deposit a maximum of 3 refunds into 1 account, and your name must be on the account.*

<b>Bank Routing Number</b>	
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<b>Bank Account Number</b>	
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<b>Bank Name</b>	
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<b>Bank Account Type (Checking or Savings)</b>	
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