



TAX DOCUMENT CHECKLIST

Revised January 2017

HEALTH INSURANCE INFO:

- If you are covered by insurance at work:**
 1. Bring form 1095-C if received
 2. Bring form 1095-B if received
 3. If neither received, bring a copy of your insurance card as evidence of coverage
- If you are covered by Medicare, VA or any other coverage:**
 1. Bring a copy of your insurance card
- If you obtained insurance through the exchange:**
 1. Bring form 1095-A—if you did not receive this form or you have lost it, access the exchange via the internet and download this document
- If you tried to purchase on the exchange and were told you were exempt:**
 1. Bring the exchange exemption certificate—if you do not have this certificate, notify the exchange to provide you with one (per the government this will take at least 2 weeks)
- Please be advised that if you are subject to the penalty for not having insurance, the ACA requires that you pay a penalty in most instances. This penalty will appear on your 1040 that we prepare.
- Please be advised that if you purchased insurance through the exchange and you received assistance from the government to pay your premium, we must reconcile that assistance on your return. As a result, you may either owe some it back or get additional assistance when we prepare your return.

INCOME

- * NOTE * For Earned Income Tax Credit, Child Tax Credit & Education Credit (college student):**
 1. Proof of residency for qualifying children—school records, medical records, child care provider records, place of worship statement, etc.
 2. If a Schedule C is included in return—business license, Forms 1099, records of gross receipts, records of expenses, bank statements, etc.
- Social Security numbers AND birthdays for:
 - Self
 - Spouse
 - Kids/dependents
- Tax ID & Address for child care services
- W-2s
- 1099-INT showing interest
- 1099-DIV showing dividends

- 1099-R from IRA distributions
- 1099-B showing information from stock/mutual fund sales or other capital assets
- Alimony
- 1099-MISC & ALL other self-employment income
- Form SSA-1099 showing Social Security payments received
- Form 1099-G showing unemployment payments
- Other sources of income
- State and local income tax refunds

DEDUCTIONS

- IRA contributions
- Student loan interest paid
- *NEW FOR 2016*** Educational expenses paid: Form 1098T is required *along with a statement from the school of expenses paid in 2016*
- Medical expenses—if they total more than 10 % of adjusted gross income
- Charitable contributions
- Child care expenses
- Investment expenses
- Casualty losses
- Job search expenses—if in the same field
- Cost of professional and trade journals
- State or local income taxes paid
- Personal property/real estate taxes paid
- Sales tax for new car purchase
- Form 1098 showing mortgage loan interest paid
- Form 1098 showing HELOC or home equity loan interest paid
- Tax-preparation software program or tax-preparer cost
- Gambling losses/winnings

Also for 2017 filing season:

- Total of internet, mail order & out-of-state purchases
- If bought or sold a home during 2015, Alta statement from closing documents
- Energy efficient home improvements—description and amount spent (exterior windows, doors, appliances, etc)
- New child in college—amount paid for books, lab fees, course materials, etc. along with 1098T and statement from school of expenses paid in 2016
- If self-employed OR retired—date and amount of estimated quarterly payments
- Contact phone numbers and email addresses *please*

Please remember that not all of these items will necessarily apply to your individual tax situation. If you have any questions, feel free to email me: keith@vanbaumaccounting.com or text/call anytime 847-345-1437. See you soon!