

Donald S. Bicking & Associates, PC

Certified Public Accountants

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Thank you for choosing Donald S. Bicking & Associates, PC to prepare your individual income tax returns. Please provide us with the following information one week prior to your appointment so we may complete your tax returns accurately:

New Filing Requirements:

Healthcare: Form 1095-A: only if you received medical insurance through the Marketplace/Healthcare.gov. If you received benefits at work, then you should receive a 1095-B or C.

For New Clients:

Copies of your tax returns for the last 2 years

Your and your spouse's date of birth and occupation

Names, dates of birth, and social security numbers for all dependents

Sources of Income:

- All W-2 forms.
- All interest and dividend forms (1099INT or 1099DIV)
- Amount of alimony received.
- All 1099MISC forms.
- All K-1 forms.
- All stock sale transactions (1099B) including purchase date and initial purchase price.

- Amount of unemployment income (1099G).
- All IRS and/or pension income (1099R).
- Amount of social security income (1099-SSA).
- Any other income not mentioned above or any other 1099 forms received.

Deduction and Credits:

- Amount of IRA contributions.
- Amount of moving expenses.
- Amount of alimony paid.
- Amount of real estate taxes paid.
- Amount of medical insurance and/or medical expenses paid.
- Amount of tuition or student loan interest paid (Form 1098-T or 1098-E will be in the name of the student).
- Amount of mortgage interest paid.
- Amount of contributions (cash, goodwill, etc.).
- Amount of unreimbursed employee business expenses. If your automobile was used for business and employer did not fully reimburse you for costs, please provide mileage (non-commuting), fuel, tolls, etc.

Other Items:

- Amount of any estimated payments made.
- If any of the following applied to you, please bring the appropriate information:
 - You have rental property(ies) – rents received and expenses.
 - You sold and/or bought a home – settlement sheets.
 - You are self-employed and/or received 1099MISC form(s) – expenses related to the business. (See attached Self-employed Checklist).
- If you qualify for the earned income credit (EIC), child tax credit (CTC) or college tuition deductions, please provide copies of dependent social security cards, 1098-T tuition statement, and billing statement from the college/university, when applicable.

Thank you for all your cooperation. If you have any specific questions, please do not hesitate to call, and one of our tax professionals will be glad to assist you.

Sincerely,
Donald S. Bicking, CPA

Taxpayer Checklist
Personal Deductions

Medical Expenses (Only the amount over what your insurance paid)

Prescription Drugs _____
Health Providers _____
Medical Insurance Premiums _____
Miles Driven for medical care _____
Glasses, Lenses, Hearing Aids, Braces, etc. _____
Long-Term Care Insurance Premiums _____

Taxes

State Income tax Paid _____
Real Estate Taxes (Main Home) _____
Real Estate Taxes (Investment) _____
Personal Property Taxes _____

Interest

Interest paid on your Mortgage (Financial Institute) _____
Points paid at settlement _____
Interest paid on your Mortgage (to an Individual) _____
 Name _____
 Address _____
 SSN _____
Interest Paid on investment Property (Land, Stocks, etc) _____

Contributions

Cash Contributions (single contribution over \$250, bring a receipt) _____
Non-Cash Contribution (Goodwill) _____
Miles Driven for Charitable purposes _____

Casualty or theft Losses (Need a Police or Fire report)

Miscellaneous Deductions

Tax return Prep. _____
Certain Accounting & Legal fees _____
Investment counsel fees _____
safety deposit box _____
Uniforms & protective clothing _____
Job Search cost (in same field) _____
Job expenses not reimbursed _____
 Union dues/professional dues _____
 Business use of phone _____
 Computer/printer _____
 Office supplies _____
 Travel* _____
 Meals & entertainment** _____
 Vehicle expense (see separate sheet) _____
Gambling Losses _____

Educational Expenses

Loan Interest _____
Tuition and Fees Paid (including paid through loan) _____
Miles Driven (employee) _____

* Travel expenses are deductible if you traveled away from home overnight on business

** Unreimbursed business meals and entertainment when not traveling are deductible provided you have records showing date, amount, persons present and business purpose

Taxpayer Checklist Vehicle Expenses Self-Employed & Unreimbursed Employee

Car Expenses

	Vehicle 1	Vehicle 2
Vehicle Description:	_____	_____
Miles used for Business	_____	_____
Miles used for Commuting	_____	_____
Other Personal Miles	_____	_____
Total Miles	_____	_____
Cost of Vehicle	_____	_____
less Trade-In	_____	_____
Net Price	_____	_____
or		
Lease Payments	_____	_____
Interest paid on Loan (self employed only)	_____	_____
Gas, Oil	_____	_____
Repairs & Maintenance/Tires	_____	_____
Car Wash	_____	_____
Insurance	_____	_____
License/Registration	_____	_____
Garage Rent	_____	_____
Parking/Tolls	_____	_____
Other	_____	_____
Were you reimbursed for any of the above expenses?	_____	_____
If yes, is the reimbursement included in your W2?	_____	_____
Do you receive an auto allowance?	_____	_____

Recordkeeping: Your vehicle expenses will not be allowed by the IRS without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of audit.