

# *Holl Bookkeeping & Tax Services Inc.*

151 Sunrise Drive, Syracuse, New York 13205-2818

Phone: 315-727-2531

Website: [www.hollbookkeepingservices.com](http://www.hollbookkeepingservices.com)

Email: [hollbookkeepingservices@gmail.com](mailto:hollbookkeepingservices@gmail.com)

## **Checklist of Information Needed to Complete Your Tax Return**

If any item listed applies to you, check the box and attach the information

### **Income Information**

- Wages (Form W-2)
- Stock Sale Information/Capital Gains (Form 1099-B)
- Interest Income (Form 1099-INT)
- Pension Distributions (Form 1099-R)
- Foreign bank accounts, income +/- or paid taxes
- State / Local Refunds
- Dividend Income (Form 1099-DIV)
- Gambling Income (Form W-2G)
- Stock Sales Information/Capital Gains (Form 1099-B)
  - Each Stock Sales: Date Purchased, number of shares bought, Amount paid

### **Other Income**

- Alimony Received
- Tip Income
- Unemployment Compensation (Form 1099-G)
- Scholarships (Form 1098-T)
- Social Security Benefits (Form 1099-SSA)
- Disability Income
- Education Savings Account Withdrawal (Form 1099-Q)
- Jury Duty
- Bartering Income (Form 1099-B)

### **Small Business (Self-employed or Independent contractor business owner)**

- Business Income (Form 1099-Misc plus items not on 1099-Misc)
- Business Expenses (Provide List or use the Business Organizer or Profit & Loss Statement)
- Vehicle Information

### **Rental Property**

- Rental Income (Form 1099-MISC)
- Rental Expenses (Provide List or Use the Business Organizer or Profit & Loss Statement)
- Schedule K-1 from Partnerships, S Corps, Trust

# Holl Bookkeeping & Tax Services Inc.

151 Sunrise Drive, Syracuse, New York 13205-2818

Phone: 315-727-2531

Website: [www.hollbookkeepingservices.com](http://www.hollbookkeepingservices.com)

Email: [hollbookkeepingservices@gmail.com](mailto:hollbookkeepingservices@gmail.com)

## **Sale of Real Estate not qualifying for Personal Residence Exemption**

- Closing Statement – Sale of Property
- Closing Statement – Purchase of Property
- List of Additions/Improvements while you owned the property
- Forgiveness of Debt Income (Form-C or 1099-A)

## **Deduction Information**

- IRA Contributions
- SEP, Simple, Keogh Plans
- Student Loan Interest (Form 1098-E)
- Alimony Paid
  - Recipient Name & SS#
- Cash & Noncash Charitable Contributions
- Medical Expense
  - Health Insurance
  - Out of Pocket Medical Expenses
- Real Estate Taxes
- Other Taxes (including Sales tax paid on purchase of Auto, boats and RV's for personal use)
- Mortgage Interest (Form 1098)
- Investment Interest
- Moving Expenses
- Casualty/Theft Loss
- Employee Business Expenses (Provide list or use Profit & Loss Statement)

## **Credit and Payment Information**

- Child Care Expenses
  - Provide Names, Address, SS# or EIN and amount paid for each child
- Copy of Voided check (for direct deposit of refund information)
- Estimated tax payments (Dates and Amounts Paid)
- Energy or Vehicle Tax Credit Information
- Legal Papers for adoption, divorce or separation involving custody of your dependent children
- Closing statement for first-time or long-term home buyers credit
- Tuition Statements (Form 1098-T) & Education Expenses