Two Hills
Accounting & Consulting

2013 INFORMATION CHECKLIST

This is a list of the most common items we'll need to finish your return. We'll email or call you if we need anything else. (You don't need to return this to us; unless you make notes we should be aware of.)

___ Completed Client Questionnaire

___ All return packets or mailing labels sent to you by the various taxing agencies

___ All W-2's

___ All 1099 forms received that confirm income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, etc.

___ All income information for children if you want us to prepare their required returns

___ Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans, and real estate taxes paid

___ Total of all receipted charitable contributions and details for any non-cash contributions over $500

___ Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready and let us know it's coming)

___ If you bought, sold, or refinanced real estate, then a closing statement for each transaction

___ If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale (year-end summary statements are ideal)

___ If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, we need to know: total miles, commuting miles, and business miles driven for the year

___ If you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.

___ Copies of any federal, state, or local tax correspondence during the year, including all payments made or refunds received

___ All legal documents for formation, sale or purchase of a business during the year

___ All legal documents for divorce decrees

___ Voided check for account where refunds should be direct deposited (optional)

___ Signed Engagement Letter (See attached)

___ New clients: copies of prior federal, state and local returns and depreciation schedules if applicable (at least one year, preferably two)

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QUESTIONS FOR THE YEAR 2013

Please check the appropriate box and include all necessary details. We are fishing for write-offs, so be complete!

Personal Information	**Yes**	**No**
Did your marital status change during the year? If yes, explain: ___________________	☐	☐
Did your residence change during the year?	☐	☐
Can you be claimed as a dependent by another taxpayer?	☐	☐
Dependent Information		
Were there any changes in dependents from the prior year?	☐	☐
If yes, explain: ____		
Do you have any children (under age 19 or college students under age 24) with unearned income in excess of $1,800?	☐	☐
Did you pay any student loan interest this year?	☐	☐
Did you, or will you, contribute to a Coverdell Education Savings Account this year?	☐	☐
Did you maintain a home for someone not claimed as a dependent?	☐	☐
Did you pay for child care (babysitting, daycare)? If yes, please provide provider name, address and social security number/EIN and amount paid ____	☐	☐
Purchases, Sales, and Debt Information		
Did you start or dispose of a business during the year?	☐	☐
Did you acquire a new or additional interest in an LLC, partnership or corporation?	☐	☐
Did you sell, exchange, or purchase any real estate during the year? (send closing statement)	☐	☐
Did you dispose of any stock during the year? (send original cost and sale price and dates)	☐	☐
Did you participate in puts, calls or "short the box" stock transactions?	☐	☐
Did you take out a home equity loan or line of credit this year or refinance any property? (send closing statement)	☐	☐
Did you purchase a hybrid (gas/electric) auto? If yes, list make, model, and year.	☐	☐
Income Information		
Did you have any foreign income or pay any foreign taxes?	☐	☐
Did you have an interest in a foreign financial account?	☐	☐
Did you receive any income from property sold prior to this year?	☐	☐
Did you receive any lump-sum payment from a pension or profit sharing plan?	☐	☐
Did you make any rollovers or withdrawals from any retirement account?	☐	☐
Did you receive any disability or unemployment income?	☐	☐
Did you cash in any U.S. Savings bonds?	☐	☐
Did you receive employer-provided educational assistance?	☐	☐
Did your college student receive educational benefits?	☐	☐
Did you receive a 1099-Q for a distribution from a 529 plan? If yes, attach form.	☐	☐
Did you receive a damage award for personal injury, sickness, or discrimination?	☐	☐
Did you receive executor fees or jury duty fees? If yes, amount $___________	☐	☐
Did you receive or pay alimony (not child support)? If yes, amount $__________	☐	☐

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Deduction Information	**Yes**	**No**
Did you incur an unreimbursed casualty or theft loss greater than 10% of your income?	☐	☐
Do you qualify for any Social Security benefits such as retirement, death, disability or Medicare? (send statement)	☐	☐
Do you have a donee acknowledgment to substantiate cash or check charitable contributions of $250 or more and proof of all charitable contributions?	☐	☐
Did you have any unreimbursed employee expenses or allowances?	☐	☐
Did you use your car on the job for other than commuting?	☐	☐
Did you work out of town during the year?	☐	☐
Did you have educational expenses for you or your dependent(s)?	☐	☐
Did medical expenses exceed 7.5% of your income?	☐	☐
Did you have any moving or job-seeking expenses?	☐	☐
Are you a teacher or school administrator who provided school supplies in your job?	☐	☐
Do you own or invest in a business that would be considered manufacturing?	☐	☐
Did you pay sales tax on a car, boat, motor home, manufactured home, truck, motorcycle, or plane purchased for personal use? If yes, amount $____________	☐	☐
Do you have a Health Savings Account (HSA) or a Medical Savings Account (MSA)? If yes, provide the deductible $________________ contributions $_______________ qualified withdrawals $___________ and if single _____ or married ______ coverage	☐	☐
If you worked for yourself, did you pay health insurance premiums for yourself and your family? If yes, amount $____________	☐	☐
Credit Information		
Have you started an adoption process?	☐	☐
Did you start a new pension plan this year?	☐	☐
Miscellaneous Information		
Are you in the military?	☐	☐
Did you make 2013 gifts of more than $13,000 to any individual?	☐	☐
Did you engage in any bartering transactions?	☐	☐
Are you covered by a pension plan?	☐	☐
Did you make any Roth or traditional IRA contributions?	☐	☐
Have you ever made a non-deductible IRA contribution?	☐	☐
Do you have extra cash to contribute more into retirement?	☐	☐
Do you have stock options?	☐	☐
Did you receive correspondence from federal, state, or local tax authorities? If yes, explain: ____	☐	☐
Do you want to allocate $3 to the Presidential Election Campaign Fund?	☐	☐
Do you have a household employee?	☐	☐
Would you like to have your refund direct deposited (send voided check for account info)?	☐	☐
Do you expect significant changes in income, expenses or dependents for 2014? If yes, explain: ____	☐	☐
Do you have a current will and power of attorney for health care and financial decisions? Approximate date: ____	☐	☐
Did you receive a rebate check during 2013? If yes, amount $_______________	☐	☐
Did you contribute to a 529 Plan? If yes, what state plan? ___________; amount $_________	☐	☐