

Thank you for choosing Storen Financial for your income tax preparation. Please use this document to determine what we need in order to complete your tax return.

### START HERE

#1 If you are a new client, we need your last 2 years of tax returns.

#2 Use the list below as a guide for what to provide us. We'll use this information to view your entire tax picture and assess potential savings, so please be thorough.

#3 We are not responsible for the information you provide. If the IRS were to perform an audit of your taxes, it is your responsibility to retain and provide all documents and receipts. The IRS can opt to verify your information at any time. Please be sure to keep backup documents and receipts to support the details you provide us.

### INFORMATION REQUIRED TO PRODUCE YOUR TAX RETURN

Most forms needed to produce your tax return should be issued or available to you prior to January 31st. If filing jointly, please provide forms and information **for both the primary taxpayer and spouse**.

**Please note:** we only need the totals for charitable giving or medical expenses.

This worksheet contains information regarding these categories:

- Earned Income
- Unearned Income
- Other Income
- Retirement Accounts
- Home / Property
- Health
- Dependent / Children / College
- Charity or Giving
- Other
- Estimated Tax Payments
- Information for Businesses
- Other Business Expenses
- Rental Property

### HAVE QUESTIONS?

For more specific information about these categories as well as where to find more detailed information, visit our blog titled "**Tax Season How-to: What to Provide**" or click the link on Step B on the tax season web page ([storenfinancial.com/tax-season](https://storenfinancial.com/tax-season)).

### EARNED INCOME

Description:	Items needed:	Notes:
Employment Income	W-2	
Reimbursed Income	List of items and total amounts	
New Job or Move?	County of residence / employment	
Independent / External Contractor	1099-NEC, 1099-K or total amount	

### UNEARNED INCOME

Description:	Items needed:	Notes:
Social Security	SSA-1099 or RRB-1099	
Disability Income	Insurance Payments (W-2, 1099-R, SSA-1099)	
Awards & Prizes	1099-Misc or list with total gifts	
Gambling or Lottery Winnings	W-2G or list with total wins and losses	
Rental Income	Total income and expenses / capital expenses that value over \$2500	
Royalties	1099-Misc, K-1 or total amount received	
Installment Sale Income	Legal documentation of sale	
Hobby Income	Total income	
Sale of Investments	1099-B form or Consolidated Broker statement	
Interest & Dividends	1099-Int or 1099-Div	
Unemployment Compensation	1099-G	

### OTHER INCOME

Description:	Items needed:	Notes:
Barter Income	Total income and fair market value	
Canceled Debt	1099-C	
Corporation or Partnership	K-1 (1120S or 1065)	
Estates or Trusts	K-1 (1041)	
Recoveries	Recovery deductions and credits	
Lawsuit or Insurance Settlements	Legal documentation	
Alimony Paid / Received	Total income paid/received (only if established prior to 12/31/18)	

**RETIREMENT ACCOUNTS**

This section applies to any type of retirement account: IRA, Roth, Keogh, SIMPLE, SEP, 401k, 403b, Annuity or Pension.

Description:	Items needed:	Notes:
Contributions	W-2 or 5498 (s)	
Retirement Income or Distributions	1099-R	

**HOME / PROPERTY**

Description:	Items needed:	Notes:
Sell, purchase, exchange, or refinance	Closing documents, cost basis, improvements and date acquired	
Mortgage interest	1098	
Property taxes	Documentation of taxes paid	
Excise tax	Vehicle registration or receipt	
Large purchases	Receipt of purchase	
Home improvements (medical)	List of improvements with total expenses	
Home improvements (energy efficiency)	List of improvements with total expenses	
Rent expense	Total paid in rent	

**HEALTH**

Description:	Items needed:	Notes:
Proof of Health Insurance Coverage	1095-A, 1095-B, or 1095-C	
HSA Contribution	5498-SA	
HSA Distribution	1099-SA or non-medical total	
Medical Expenses	List of qualified medical expenses with amounts	

**DEPENDENT / CHILDREN / COLLEGE**

Description:	Items needed:	Notes:
Dependents	Proof of dependency	
New Dependent (birth)	Birth certificate and Social Security Number	
New Dependent (adoption)	Birth certificate, Social Security Number, and cost of adoption	
Child Care, Nanny, or Caregiver Expenses	EIN/SSN, name, address, and total paid	
529 College Choice Contribution	End of year 529 statement	
529 College Choice Distribution	1099-Q	
Student Loan Interest	1098-E	
College Tuition Paid	1098-T	

### CHARITY OR GIVING

\*Please use our Charitable Giving Summary Worksheet for help preparing this information.

Description:	Items needed:	Notes:
Qualified Charitable Distribution (QCD)	Completed information	
Charity Contribution	Organization and total value	
Goodwill	Total value	
New Item Donation	Total amount	
Charity Mileage	Total miles	
Gifts	Information of gift over \$19,000	

### OTHER

Description:	Items needed:	Notes:
Foreign accounts	Account information	
Cryptocurrency	Broker or online account information	
Educator adjustment	List of expenses	
IRS Identity Protection PIN	6-Digit PIN number	
Electric Car Credit	Purchase documentation	

### ESTIMATED TAX PAYMENTS

Description:	Items needed:	Notes:
Federal - Quarterly Estimates – Q1	Total amount paid by 4/15	
Federal - Quarterly Estimates – Q2	Total amount paid by 6/15	
Federal - Quarterly Estimates – Q3	Total amount paid by 9/15	
Federal - Quarterly Estimates – Q4	Total amount paid by 1/15	
State - Quarterly Estimates – Q1	Total amount paid by 4/15	
State - Quarterly Estimates – Q2	Total amount paid by 6/15	
State - Quarterly Estimates – Q3	Total amount paid by 9/15	
State - Quarterly Estimates – Q4	Total amount paid by 1/15	

## INFORMATION FOR BUSINESSES

Description:	Items needed:	Notes:
Accounting Software	Name of software or login info for QuickBooks Online	
Business Contacts	Information for partners / officers (name, address, SSN or Tax ID, ownership percentage, and title of contact)	
Business Income	1099-K, 1099-NEC, 1099-Misc and/or total income amount	
Business Interest Expenses	Total amount by loan	
Business Interest Income	1099-INT, 1099-B, consolidated 1099 form or bank statement.	
End of the Year Inventory	Total cost	
Inventory Purchases	Total cost	
Assets Acquired	List with the description, cost of each asset and the first date of business use	
Assets Sold	List with the sales price of each asset sold and disposition date	
Office-in-Home Property	Cost of the home, first date of business use, square footage of office space and total square footage of home	
Office-in-Home Expense	List with the total mortgage interest, insurance, and utility amounts paid	
Office-in-Home Improvements	List of improvements with total expenses	
Employee Wages	W-2, W-3, 940, 941, 1099-NEC	
Employee Expenses	List of benefits with the total amounts paid	
Business Mileage	Total mileage breakdown between personal & business for the calendar year	
Personal Use	List of uses with percentage amount of asset	
Health Insurance	Total amount	
Supplemental Insurance	Total amount	
Meals Expenses	Total amount	
Entertainment Expenses	Total amount	

### OTHER BUSINESS EXPENSES

\*Listed below are common business expenses. Please provide the total amount of each type or add totals for others.

Description:	Items needed:	Notes:
Rent	Total amount	
Utilities	Total amount	
Materials / Supplies	Total amount	
Advertising / Marketing	Total amount	
Office Supplies	Total amount	
Telephone / Internet	Total amount	
Bank Charges / Credit Card Fees	Total amount	
Legal / Professional Fees	Total amount	
Software	Total amount	
Travel	Total amount	
Technology	Total amount	
Training / Professional Development	Total amount	
Dues / Subscriptions	Total amount	
Licenses	Total amount	
Uniforms	Total amount	
Donations through Business	Total amount	
Repairs	Total amount	
Other Purchases over \$1500	List items separately	
Other	Total amount	

### RENTAL PROPERTY

Description:	Items needed:	Notes:
Sell, purchase, exchange, or refinance	Closing documents, cost basis, improvements and date acquired	
Mortgage interest	1098	
Property taxes	Documentation of taxes paid	
Excise tax	Vehicle registration or receipt	
Large purchases	Receipt of purchase	
Rental property purchase	HUD documents	
Rent expense	Total amount	
Home improvements (other)	List of improvements with total expenses	