**Organizer Checklist for Individuals**

**Please bring the following items in:**

 A copy of your prior two year's income tax returns, if we did not prepare it

 Real Estate Property tax statements

 All W-2, W-2G, and 1099 Forms for Income

 Forms 1095 regarding health insurance coverage

 All other income sources, including Social Security, Unemployment, SDI, and Paid Family Leave

 All 1099 forms from Brokerage accounts for stocks, bonds, etc.

 Schedule K-1 from Partnerships, S Corporations, Estates, and Trusts

 Childcare: bring name, address, ID #, phone # of provider, and amount paid per child

 Forms 1098 for mortgage interest

 Forms 1098-T and 1098-E for education

 Any tax notices sent to you by the IRS or the State in the last year

 A voided check for your refund to be Direct Deposited

 Information regarding payments to household workers

**In addition, bring information if any of the following items applies:**

*Personal Information:*

 Bring information of change in family members, marital status, or address

 Any changes to dependents: Bring Social Security Cards and birth dates

 Become legally blind or disabled

 If a death in the family, bring Death Certificate

*Income Information:*

 Make or receive alimony payments

 Payments received on prior year installment sale

 Rental or royalty income

 Tax exempt interest, disability payments, or other non-taxable income

 Foreign taxable income or foreign tax

 Receive stock options or grants from your employer, or exercise stock options

 Contribute to, withdraw from, or rollover a Keogh, IRA, or Roth IRA

 Any type of prize, award, legal settlement, tips, gambling winnings, or jury duty fees

 Buy or sell any property: **Bring in your closing escrow statement (HUD-1) and Forms 592-B or 593-B**

*Itemized Deductions:*

 DMV paid

 Union dues

 Sales Tax paid on auto, truck, boat, etc.

 Suffer a major casualty such as theft or storm damage

 Charitable contributions need proof of donation, fair market value, cost, and charitable mileage

 Vehicle Donations need **Form 1098-C**

 Medical expenses, including health insurance premiums and mileage

 Employee business expenses, including job seeking expenses

*Purchase, Sales, and Business Information:*

 **Pay health insurance for employees: Bring in amounts paid for each employee**

 If you are claiming deductions for travel, entertainment, business gifts: you must substantiate by adequate records, including: (1) Amount, (2) Time and place, (3) Date and description of gift, (4) Business relationship, and (5) Business purpose.

 Use your car for business: **You must maintain a mileage log!**

 Use a portion of your home as an office

 Start, sell, or dissolve a business

 Acquire new or additional interest in a partnership, LLC, or S-Corp

 Purchase or dispose of assets used in business

 Engage in any bartering transactions

*Miscellaneous Information:*

 Are you repaying the 2008 First Time Home Buyers credit?

 COBRA insurance subsidy payments

 Job related move: Bring moving expenses

 Purchase a vehicle: **Please bring in your Purchase Agreement Contract**

 Refinance your home loan or equity line of credit: Bring in your final closing settlement statement (HUD-1)

 Did you give any gifts of more than $14,000 to any individual?

 Do you wish to make voluntary California contributions to certain charities?

 Purchase any items online, by phone, by mail, or out of state, and no California sales tax was charged on it

 Contributions to or distributions from a Health Savings Account (HSA): **Bring in forms 1099-SA and 5498-SA**

 Debt relief, short sale, foreclosure, or debt forgiveness: **Bring in Form 1099-A and/or 1099-C**

 Rent your primary residence for at least 6 months

 **Was there $10,000 in all combined foreign accounts at any time during the year?**

 Did you create a trust or a Living Trust?

 Bankruptcy: bring final discharge paper

 Purchase energy-efficient property for energy credit