

## **MMS (Basic) Tax Preparation Supporting Documents Reminder List**

### **Identification**

- Please include a copy of your driver's license.
- Your issuing State, license number, Issue and expiration date are mandatory to file.

### **Earned Income or Retirement Income**

- W-2 employee wages, W-2 employee sick pay(disability) &/or 1099-MISC self-employed contract work
- 1099-R Pension Income, 1099-R IRA/401k, or Annuity Distribution Income, 1099-SSA social security income, etc.

### **Dividends, Interest, Capital Gain Income (Schedule B & D)**

- 1099-Dividend statements, 1099-Interest statements, 1099 Barter Proceeds Statement (with a copy of Cost Basis Information for each asset sold during the year)

### **Rental & Royalty Income (Schedule E)**

- Rental & Royalty Income received (with listing of deductions expenses associated to rental property)

### **Itemized Deductions (Schedule A)**

- Medical Insurance Premiums (if not pre-tax deducted already), Medicare Insurance Premiums, Long-term Care premiums (per individual), Out of Pocket expense for all other Medical expenses, doctors, medicine, hospitals, physical therapy, dentist, eye doctor, medical equipment, etc.
- Taxes paid, such as: Real estate taxes on all property, personal property taxes on vehicles.
- Interest Paid: Home Mortgage Interest 1098-Mort interest statements, Investment Interest paid such as margin interest on a non-qualified investment account
- Charitable gifts by Cash or Check: Summary of all donations to qualified charitable organizations is fine as long as you have supporting documentation receipts for each donation.
- Charitable gifts NON-Cash: Spreadsheet & or receipts of donations, denoting date of gifts, organization receiving the gift, descriptions of property given, and documented valuations of the gifts at Thrift Shop Value. (Further recommended supporting documents for your file are pictures of gifted property being deducted)
- Miscellaneous deductions: Non-reimbursed job expenses, tax preparation fees, union dues, etc.

### **Refunds**

- All State refunds received from the previous year (1099-G statement)

### **Estimated Quarterly Tax Payments**

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter copies of quarterly tax payment vouchers ES-1040 if any were made during the year for Federal and State purposes.

### **Previous Years Tax Return**

- If you are using someone new as your accountant/tax preparer in this year always take a copy of your previous year return