

# Documents Collection Reference

All documents related to you, your spouse and your dependents

Mark If you have	Form Description	Number of Forms
	<b>Forms W-2 (Wages or Salaries)</b> <b>Please recall how many employers you or your spouse have and make sure you got all of them in case they submitted to you electronically and you forgot to download them.</b>	
	Form W-2G: Certain Gambling Winnings	
	Form 1099-INT for interest you received from financial institute.	
	Form 1099-OID for Original Issue Discount	
	Form 1099-DIV for dividends	
	Form 1099-NEC for Nonemployee compensation	
	Form 1099-MISC for Payer made direct sales of \$5,000.00 or more, Corp Insurance proceeds, Gross proceeds to an attorney, Nonqualified deferred compensation income	
	Form 1099-R for annuities, pensions, IRAs, SEPs, pensions, 401(k) or other retirement plan withdrawals (including amounts rolled over and in-plan Roth rollovers)	
	Form 1099-G for state tax refunds or unemployment compensation	
	Form 1099-S if you sold real estate, example sold house, land etc.	
	Form 1099-B/Form 8949 for stock or mutual fund shares during the year	
	Form SSA-1099 for Social Security benefits	
	Form RRB-1099 for Railroad Retirement Benefits	
	Form 1099-K for merchant card and third-party network payments	
	Form 1099-A or 1099-C for cancellation of Debt or reduced (including credit cards), property repossessed or foreclosed	
	Copies of Schedules K-1 for partnerships, S Corporations, Estates or Trusts.	
	Form 1098-T for scholarships and college tuition	
	Form 1099-Q for Education Saving Account or 529 Plan Withdrawals	
	Form 1098-E for Student Loan Interest Statement.	
	Form 1095-A for Health Insurance Marketplace statement (Insurance Under Obama Care)	
	State and Local Sales Tax Paid for Major Purchases Invoices or Receipts (motor vehicles, boats, airplanes, homes or home building materials, if rate same as general sales tax rate)	
	Retirement Plan, IRA or 401(K) or other qualified employer plan contribution	
	<b>*****If you own a house or real estate, please continue to check .....</b>	

Mark If you have	Form Description	Number of Forms
	1098-INT for home mortgage, home improvement loan, or home equity loan	
	Real Estate Taxes	
	Other Real Estate Taxes (second home, cabin, etc.)	
	Personal Property Taxes (auto licenses tags-DMV Renewal Fee, etc.)	
	If you acquired, sold or refinanced a home or other property in 2018, provide a copy of the escrow closing document	
	Item donation tickets such as Goodwill, Salvation Army	
	Cash Donation Receipts, Confirmation letter, and checks copy	
	Medical Expense Receipts from out of your packet for insurance premiums, prescribed drugs and insulin, doctors and clinics, dentists and orthodontists, glasses, contact lenses, eye exams, laser eye surgery, hospitals, nurses, and Medical travel, parking, ambulance.	

\*\*\***Think about tax credit which might write-off your tax liability when:**

1. Residential Energy Efficient Property: 26% of Cost. Property installed on taxpayer's residences: qualified solar electric property, qualified solar water heaters, qualified small wind turbines and fuel cell property, qualified geothermal heat pump property. Only fuel cell property is subject to a limitation, which is \$500 with respect to each half kilowatt of capacity of the qualified fuel cell property. (provide your receipts)
2. Child and Dependent Care: 20% to 35% of qualifying (limited) expenses. Care expense for dependent(s) under age 13 or incapacitated that allow taxpayer to work or look for work. The credit is generally available to married taxpayers only if both spouses have earned income, unless a spouse is a full-time student or disabled.
3. Child Tax Credit (**new law 2018-2025**):
  - The child tax credit is \$2,000 per qualifying child under the age of 17 and the AGI levels at which the credit phases out are \$400,000 for MFJ and \$200,000 for all other taxpayers (not indexed for inflation).
  - A \$500 nonrefundable credit is provided for certain qualifying dependents other than qualifying children.
  - To the extent the child tax credit exceeds the taxpayer's tax liability, the taxpayer is eligible for a refundable credit of up to \$1,400 per qualifying child.
4. Alternative Motor Vehicle: Qualified fuel cell motor vehicle-limit depends on model. (provide purchasing receipts or contract)
5. Retirement Saver's: 10% to 50% of contributions. Maximum: \$2,000.00 MFJ, \$1,000.00 for other. Individuals who make retirement plan contributions. Credit in addition to tax deduction. Subject to Adjusted Gross Income ≤ \$64,000.00 for married filing jointly; \$48,000.00 for Head of Household; \$32,000.00 for Single, Married filing separately, and Qualified Widow(er).

\*\*\***Special attention when you have following situation:**

1. Do you own any Securities or hold any debts that became worthless during the year? If yes, please prepare details and supporting documents.
2. If you a grade K-12 teacher, please collect receipts and compute amount of out-of-pocket classroom costs you paid or incurred. (Deduction amounts paid for books, supplies, computer software and other equipment and materials).
3. If you pay child care costs for a dependent child under age 13, or costs of caring for a disabled dependent or spouse, so you work, attend school or look for a job, please provide the amounts paid for each individual or organization for the Names, Addresses, and either Social Security Number or Employer Identification Number of the care providers.
4. **Moving Expense (new law 2018-2025).** Only members of the armed forces on active duty (and their spouses and dependents) who move pursuant to a military order and incident to a permanent change of station can deduct moving expenses and exclude moving expense reimbursements.
5. If you receive money (usually wire) from oversea in total amount of \$100,000.00 and up, please remind your tax preparer.
6. If you have financial accounts maintained by a foreign (non-U.S.) bank or financial institution that totaled more than \$50,000.00 on the last day of the year or more than \$75,000.00 at any time during the year (\$100,000 and \$150,000, respectively, if married filing a joint return).
7. If you own any other foreign financial assets (such as stock in a foreign corporation or an interest in a foreign partnership) that are not held in a financial account.
8. If you make gifts to a trust or gifts totaling more than \$15,000 to any individual during the year. If so, provide recipient's name, address, relationship to you and the amount of the gift.
9. Loan origination fees (points) paid on a loan to buy or build a principal residence are generally deductible as interest in the year paid. Points paid on refinancing an existing mortgage or on a loan to purchase or improve a second home must be deducted (amortized) over the life of the loan. Exception: if part of the proceeds were used to improve your main home, points related to the improvements may be deducted in the year paid.
10. You can exclude up to \$250,000 (\$500,000 if married and filing jointly or certain surviving spouses) of the gain on a sale of a principal residence if you owned an occupied the residence for two out of the five years before the date of sale. If the home was used other than as your principal residence any time after 2008, some of the gain may be taxable.

\*\*\*\***Gather Records.** Good recordkeeping is important. It helps to ensure that nothing gets overlooked. Records such as receipts and cancelled checks also provide expense documentation. Please keep:

1. Receipts supporting tax deductions at least 4 years.
2. House purchasing/sold, and improvement documents for 10 years
3. Investment statements, Stock/mutual fund, etc. for 7 years
4. If you're an employer, please keep your business employment returns and records at least 4 years.