

This is not an all-inclusive list of reportable income or deductions and is not to be construed as tax advice.

It is a guide to help you gather the information we need to prepare your tax returns. Please consult

[IRS Publication 17 for more information.](#)

For 2017 tax year

# **BCD Income Tax & Accounting LLC**

[www.bcdtax.com](http://www.bcdtax.com)

205 West Dixon Boulevard, Shelby, NC 28152 704-481-0223

## **TAX RETURN PREPARATION CHECKLIST**

### **WHAT TO BRING:**

- W-2 forms (all copies) \_\_\_\_\_
- 1099-INT forms \_\_\_\_\_
- 1099-DIV forms \_\_\_\_\_
- 1099-R forms \_\_\_\_\_
- Other 1099 forms \_\_\_\_\_
- State income tax refunds \_\_\_\_\_
- Unemployment compensation \_\_\_\_\_
- Social Security Benefits \_\_\_\_\_
- Capital gains & losses \_\_\_\_\_
- [Rental income](#) \_\_\_\_\_
- [Business income](#) \_\_\_\_\_
- [Farm income](#) \_\_\_\_\_
- Other income \_\_\_\_\_
- Barter income \_\_\_\_\_
- Prizes, awards, etc. \_\_\_\_\_
- Gambling winnings \_\_\_\_\_
- Hobby income \_\_\_\_\_
- 1095A (for Marketplace \_\_\_\_\_  
insurance coverage)
- Bitcoin transactions \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Federal estimated tax payments \_\_\_\_\_
- State estimated tax payments \_\_\_\_\_

### **Exemptions**

List name, social security no., date of birth, relationship, & no. of months lived in home  
Bring birth certificates and Social Security cards

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CHILD CARE EXPENSES (Provider's name, address, ID #, and amount paid)**

Foreign Bank Account information \_\_\_\_\_

Health Coverage Information \_\_\_\_\_

New Clients: Copies of past 3 years' tax returns \_\_\_\_\_

### **ITEMIZED DEDUCTIONS**

(for expenses paid in tax year)

**(All deductions must meet IRS rules and regulations for deductibility.)**

#### **MEDICAL**

- Doctor, dentists, etc. \_\_\_\_\_
- Hospitals, clinics \_\_\_\_\_
- Lab. exams, tests \_\_\_\_\_
- Medical treatments \_\_\_\_\_
- Diabetic Supplies \_\_\_\_\_
- Prescription drugs \_\_\_\_\_
- Health & dental ins.(not sec. 125) \_\_\_\_\_
- Medical mileage \_\_\_\_\_
- Other \_\_\_\_\_
- Less reimb by insurance ( \_\_\_\_\_ )

- Long-term care contracts \_\_\_\_\_
- Eyeglasses \_\_\_\_\_
- Contact lens \_\_\_\_\_
- Saline & contact lens solution \_\_\_\_\_
- Insulin \_\_\_\_\_
- Wheelchairs, walkers, canes \_\_\_\_\_
- Hearing Aids, batteries \_\_\_\_\_
- Braces \_\_\_\_\_
- Less reimbursements by flex plans, HSAs, MSAs, other, etc. ( \_\_\_\_\_ )

Note: Your medical expense deduction is limited to the amount that is more than 7.5% of your adjusted gross income.

#### **TAXES**

- State Income \_\_\_\_\_
- Real estate \_\_\_\_\_

- Personal property: \_\_\_\_\_  
(autos, boats, etc.)

#### **CASUALTY & THEFT LOSSES**

Bring details (special rules & limits apply)

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## GIFTS TO CHARITY

(Cash, checks, etc.)

### Church

United Way \_\_\_\_\_  
Other 501 (c)3 organizations \_\_\_\_\_  
(Please list) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### (Non Cash)

Clothing, furn., etc. \_\_\_\_\_  
Goodwill \_\_\_\_\_  
Salvation Army \_\_\_\_\_  
Samaritan's Purse Shoebox gifts \_\_\_\_\_  
Other (list) \_\_\_\_\_  
\_\_\_\_\_  
Appreciated property \_\_\_\_\_  
Volunteer work (out of \_\_\_\_\_  
pocket expenses & mileage) \_\_\_\_\_

## INTEREST

(Reported on Form 1098)

Home mortgage \_\_\_\_\_  
Points (bring details) \_\_\_\_\_  
Home Equity or 2nd mortgage \_\_\_\_\_  
(may need details, closing statements,  
even if not loan originated in tax year) \_\_\_\_\_

(Not reported on Form 1098)

Home mortgage \_\_\_\_\_  
(List name, address & identifying no. of  
person or institution you paid.) \_\_\_\_\_  
\_\_\_\_\_  
Points (bring details) \_\_\_\_\_

## JOB EXPENSES

Safety equipment \_\_\_\_\_  
Union, professional Dues \_\_\_\_\_  
Subscriptions \_\_\_\_\_  
Job education/books \_\_\_\_\_  
\_\_\_\_\_

Other job expenses \_\_\_\_\_  
Uniforms & cleaning \_\_\_\_\_  
Supplies \_\_\_\_\_  
Tools & equipment \_\_\_\_\_  
Other \_\_\_\_\_

Business use of personal vehicle (bring  
details and mileage log)

Less reimbursements by employer(s) ( \_\_\_\_\_ )

Less reimbursements by others ( \_\_\_\_\_ )

## MISCELLANEOUS EXPENSES

Tax preparation fees \_\_\_\_\_  
Investment expenses \_\_\_\_\_

Safe deposit box rent \_\_\_\_\_  
Other \_\_\_\_\_

Note: Your job & miscellaneous expense deduction is limited to the amount that is more than 2% of your adjusted gross income.

## **Other Information**

### College Tuition, Fees, Books, etc.

(Bring 1098T, account statements, receipts for you,  
your spouse, and your dependents)

Interest on School Loans \_\_\_\_\_  
529 Plan contributions \_\_\_\_\_

IRA Contributions (Traditional, ROTH, SEP) \_\_\_\_\_  
Educator Expenses \_\_\_\_\_

Home Energy Improvements - solar \_\_\_\_\_

We recommend you keep receipts, cancelled checks, proof of payments, tax documents, income statements and any other supporting documentation used in preparing each year's tax returns for at least 7(seven) years from the date you filed the return. These records may be required by the STATE and/or the Internal Revenue Service in the event your tax return is audited. Records related to capital assets and business property must be kept for longer periods. You may also need to keep records for longer periods for other reasons.