

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

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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)

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.