

RLR Tax Services LLC

Please review the following list and organize the documents for your tax preparation. **Not all items on this list may apply to you.** Feel free to ask any questions you on items you may not be familiar with.

PERSONAL INFORMATION FOR EACH FAMILY MEMBER:

- Name and Address
- Date of Births (**Including Dependents if applicable...**)
- Social Security Numbers /ITIN/ATIN (**Including Dependents if applicable...**)
- Last Year's Tax Return (**NEW CLIENTS ONLY If you have it...**)
- Valid Driver's Licenses (**Including Spouse if applicable...**)
- Checking or Savings Routing and Account Number

INCOME AND TAX INFORMATION:

- W-2's
- Interest (1099-INT or substitute)
- Dividend Slips (1099-DIV or substitute)
- Stock Sales (1099-B or Broker Statement)
- Self-Employment Income/Expenses (**Detailed Excel Spreadsheet → No Receipts Unless Requested → See Page 2-3**)
 - **IMPORTANT!!!** → Are you buying a home, refinancing, or rely on biz income for any major financing purchase within the next 24 months? → **IF SO INFORM US IMMEDIATELY!!!**
- Sale of a Personal Residence
- Rental Income and Expenses (**Detailed Excel Spreadsheet → No Receipts Unless Requested → See Page 2-3**)
- Sale of any Business Assets
- Gambling or Lottery Winnings
- State Income Tax Refund
- Pension Income (1099-R)
- Estimated Taxes Paid
- Social Security or Railroad Retirement
- IRA or 401(k) Distribution
- Unemployment Compensation
- Miscellaneous Income (1099-MISC)

DEDUCTIONS/ADJUSTMENTS:

- Medical Expenses
- Real Estate or Personal Property Taxes
- Mortgage Interest
- Charitable Contributions
- Employee Business Expenses
- Gambling Losses
- Moving Expenses
- Traditional IRA Contributions
- Higher Education Expenses
- Educator Expenses
- Student Loan Interest

TAX CREDITS:

- Child Care Provider/Address/Phone Number & Employer Identification Number (EIN) or Social Security Number (SSN)
- Adoption Expenses
- Retirement Savings Contributions

RLR Tax Services LLC

<u>Expense Type:</u>	<u>\$ Amount</u>	<u>Expense Type:</u>	<u>\$ Amount</u>
Advertising:		Rent and Lease Payments:	
Business Cards/Flyer		Office Space	
Website		Equipment	
Promotions		Machinery	
Other		Storage	
Contract Labor:		Exhibits and Booths	
Commissions Paid		Tools	
Incentives and Bonuses		Other	
1099 Eligible		Taxes and Licenses:	
Not 1099 Eligible		Business Licenses	
Other		Professional Licenses	
Salaries and Wages:		Permits	
W-2 Issued Only!		Sales Tax	
Business Gifts:		Other Taxes	
Insurance:		Business Travel:	
Health Insurance		Airfare	
Business Insurance		Hotel and Lodging	
Other		Out-Of-Town-Meals	
Business Interest Paid:		Out-Of-Town-Entertainment	
Legal and Professional:		Taxi's and Parking	
Accountant/CPA		Rental Car	
Attorney		Bus and Shuttles	
Consultant		Tips	
Trade Journal		Laundry and Dry Cleaning	
Continuing Education		# of Days Out-Of-Town	
Training and Events		Other	
Other		Utilities:	
Office Expense & Postage:		Cell Phone	
Hardware		Internet	
Software		Telephone	
Furniture		Electricity	
Postage & Delivery		Gas	
Office Supplies		Water	
Other		Waste	
Supplies:		Security System	
Cleaning and Maintenance		Other	
Business Related		Meals and Entertainment:	
Uniforms and Alterations		Other: (List Below)	
Dry Cleaning and Laundry			
Other			

RLR Tax Services LLC

Business Cost Of Goods Sold:			
Product Cost			
(Subtract) Personal Usage			
Vehicle Expense:			
Year			
Make			
Model			
Beginning Odometer			
Ending Odometer			
Business Miles			
Personal Miles			
Is The Vehicle Leased (Y/N)			
If yes, Lease Payments?			
Is The Vehicle Financed (Y/N)			
If yes, Interest Paid?			
Gas and Oil Changes			
Repairs and Maintenance			
Auto Insurance			
Towing			
Licensing and Registration			
Home Office Usage			
Square Footage of Home			
Business Usage Square Footage			
Rent			
Insurance			
Home Mortgage Interest			
Home Property Taxes			
Repairs and Maintenance			
Utilities:			
Cell Phone			
Internet			
Telephone			
Electricity			
Gas			
Water			
Waste			
Security System			
Lawn Care			
Pest Control			
Other			
Other Home Expenses			