Toma & Associates CPA, P.C.
Certified Public Accountants and Consultants

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INFORMATION NEEDED TO PREPARE INDIVIDUAL TAX RETURNS

- **Closing papers on the sale/purchase of your home for the current year - HUD.**
- Tax returns from last 3 years - federal & state (new clients only).
- Dependents- legal name with social security number and birth date.
- W-2's, 1099's, Interest Income, Dividends, Unemployment Income
- Social Security, pension, foreign & other tax exempt income.
- Schedule K-1's for all corporate, partnership, and trust owners.
- **Self Employed Business Income & Expenses – Single Member LLC's**
- Rental Income - All income and expenses for the rental property(s).
- Business - New SUV / Truck Purchased
- Stock Transactions – Buy / Sell - Number of Shares sold and basis.
- Sale of Stock Options and all information related to this sale.
- **Gambling winnings and losses and the statements from the casino.**
- Alimony received or paid along with SSN of person receiving payment
- Divorce documentation, death certificate/power of attorney when applicable.
- All medical and dental expenses incurred including health/dental insurance premiums.
- Real Estate Taxes paid on homes (land) & Taxable Value of your main home.
- Any Investments made throughout the year
- **Mortgage Interest, including home equity loans and land contracts. Points, re-financing fees (include settlement statement). Interest you paid on Investments.**
- Fees for car tabs, intangible taxes, foreign taxes.
- Energy Credit – Windows, Doors, Heat Pumps, Hot Water Heaters & prior credits claimed.
- Contributions to college savings plans (MET, 529) and/or to any health savings account.
- Tuition Paid – Form 1098-T / Student Loan interest
- **Unreimbursed Expenses / Unreimbursed Partner Expenses if a member of LLC.**
- Household employee(s) name, address, SSN, amount paid, employment tax forms filed.
- Donations - Cash & Property (date, charity name, items donated, value).
- Child & Dependent Care Expenses with facility name, address, & federal ID number.
- IRA, Keogh, or SEP Contributions / Distributions / Rollovers
- **All estimated payments made to each government agency & dates paid.**
- Legal, & CPA fees, trust fees, stock broker fees, financial planner fees, IRA fees.
- Moving expenses & other related issues including multi-state tax filings.
- For MI Credits - Rent Paid for Living and Heat costs from Nov 1 to Oct 31.
- Children's Income & all related documents.