



IT'S TAX TIME AGAIN!

Please **REMEMBER**, this is just an outline. Be **SURE** and forward any tax-related documents not requested below, as well as note any tax issues we should know about.

INCOME

W2 Income – Please attach copies of all of your W2s.

Include any year-end statements on ESPP and Options provided by your employer.

Investment Income – Provide copies of all 1099s received from all Banks and Brokerages; be sure to include any pamphlets stating taxable and non-taxable portions of distributions.

IRA Accounts – Provide copies of any 1099Rs received from IRA distributions (rollovers)

Taxable State Refund – Provide a copy of the 1099 from your State Department of Revenue if you received a refund in the current year (for a past year).

Other Income – Please let us know of any item not listed above.

TAXES PAID

Estimated Payments – Please review your records and send information you have on estimated tax payments you may have made. Include the date and amounts paid, please separate Federal payments from state payments.

ITEMIZED DEDUCTIONS

For those of you who itemize deductions, please include the following:

1098 - From all Mortgage Lenders as well as the HUD statement on any refinance/home purchases if we do not already have this.

Tax Notice - on the property taxes for your house and all other properties from the local government.

Ad Valorem - Please provide copies of your vehicle registrations on all autos owned if you paid taxes on the value of it (ad valorem). Georgia residents, please provide.

Charitable Donations – Please list all charitable donations made. Cash donations should be listed separately from non-cash donations. Always check with our office for documentation requirements if you are uncertain.

Miscellaneous Deductions – Please provide the amount paid (if any) for Margin Loan interest (Fraser Financial has this if you have accounts with TD Waterhouse), Safety Deposit Box Fees and Tax Preparation Fees.

Note: Be sure to notify us if you have unusually high medical expenses or un-reimbursed employee expenses

Business Owners & Rental Property Owners – Please contact us for additional tax information we may need.