

2018 Tax Year Checklist

Name(s): _____ Married couples answer for both on one checklist.

Checklist

This checklist will help us complete a better, more complete tax return. While most questions will not apply to you, every question has applied to one of our clients in previous years. If you are uncertain how to answer a question, put a question mark so we can discuss the issue.

Please complete and sign the checklist.

Personal Information

Yes No Unsure

- Have you changed your name during the year? If "Yes", explain _____
- Did your address change during the year? If "Yes", explain _____
- Did your marital status change during the year? If "Yes", explain _____
- Did your citizenship or US residency status change during the year? If "Yes", explain _____
- Are either you or your spouse legally blind?

Proof of Identity

Expect to provide proof of identity for all persons included on the tax return
Driver's license or state-issued photo ID for tax payers, Dependents - social security card, or other ID

- Did the IRS send you an IP PIN this year? (Individual Taxpayer ID Number in cases of identity theft)
- Were you expecting an IP PIN letter and not receive one?

Dependent Information

- Can you or your spouse be claimed as a dependent by someone else?
You must be able to document that the person claimed as a dependent on your return does qualify.
- Do you understand the IRS requirements to claim a dependent and can you document that the dependent claim is allowable?
- Do you have any changes in dependents during the year?
If "Yes", explain _____
- Can another person qualify to claim any of the dependents you intend to claim?
- Is there an active Form 8332 or similar statement in place? (Release/Revocation of Claim for Exemption)
- Did you release the claim for exemption to another person?
- Did all dependents live with you for more than half the year? (*Half the nights plus one. Vacations and going away to school also count.*)
- Did you provide more than half of each dependent's total support for the year?
- Can you document your relationship with each dependent?
- Did a dependent child have more than \$2100 unearned (investment-type) income during the year?
- Did a dependent child already file their own tax return claiming their own exemption?

Dependent-Based Tax Credits, Head of Household filing status

If you qualify for dependent based tax credits such as the child credit, childcare credit, education credit or earned income credit or if you file as Head of Household, you must document that you are eligible in each case. Appropriate documentation varies with the credit and may include proof of residency, proof of educational expenses, proof of disability, and/or Schedule C if self employed.

- Have you received any of the mentioned credits in the past?
- Did the IRS reverse or reduce a credit you claimed in a prior year?
- Did all the children for whom you are claiming a credit reside with you?
- Can you provide documentation of your eligibility for and the amount of each credit being claimed?
- Did you have child care expenses during the year?
- Did you have any adoption expenses during the year?
- Did you pay education expenses for a dependent
- Did anyone in your household attend a post-secondary school during the year?
- Did you receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended during a different year)?
- Can you document all educational expenses?

Health Care Information

Health Savings Account, Medical Savings Account

- Did you spend money from an HSA or MSA account?
- If "Yes", was it all spent on qualified medical expenses?

Healthcare coverage: The ACA is still law. You are required to have healthcare coverage or provide an exemption.

Provide copies of all Forms 1095-A, 1095-B, or 1095-C for ALL members of your household.

- Do you have such evidence of healthcare coverage for all member of your household?
If not, what evidence do you have of an exemption from coverage? _____

Income from US sources

Did you receive

- W-2 income from employment? How many jobs? _____
- Income reported on a 1099?
- Cash or check payments for any work performed not reported on Forms W-2 or 1099?
- Tips not reported to your employer?
- Self employment income? If "Yes", be sure to fill in the Self Employment section.

- | Yes | No | Unsure | <i>Income from US sources continued</i> |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interest income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dividend income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from sale of stock? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Social Security or Railroad Retirement Benefits? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pension, profit sharing, or 401(K) income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Withdrawals from an IRA, Roth, Keogh, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Withdrawal was then rolled over into another retirement account. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Royalties? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Unemployment income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disability income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from ride sharing (Uber, Lyft)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from short-term rental (Airbnb, VHBO)? <i>If "Yes", complete the rental property section.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other rental income? <i>If "Yes", complete the rental property section.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from freelancing? (TaskRabbit, Upwork) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from crowdfunding? (GoFundMe, Kickstarter, Indiegogo) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from crafting? (Etsy, craft fairs) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Income from buying & selling? (Ebay, fleamarkets) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prize or award? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jury duty? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you cash in any US savings bonds during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell any stocks, bonds, or investments during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you buy any stocks, bonds, or investments during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you receive any stock options, restricted stock units, or other stock incentives during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were any debts you owed cancelled or forgiven during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does anyone owe you money that has become uncollectable? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell your principal residence during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you foreclose or abandon a principal residence or real property during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell other real estate or other property during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have income from a hobby? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you think your hobby may have grown to be a business? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have income or losses from gambling? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell, gift, lose, or exchange any virtual currency (Bitcoin, Ethereum, Litecoin, etc.) during the year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you aware that the IRS considers exchange of one virtual currency to another to be a taxable event? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you made unreported virtual currency transactions in prior years? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you a member of the military? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you a member of the clergy? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you have farm income? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you have income from the cannabis industry or any other source deemed illegal by the US Federal government? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you receive other income that is non taxable (child support, welfare benefits, etc.) during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you receive any income not mentioned elsewhere in this checklist? |

US Income not from WA

This does not include mutual funds and the like based in other states. It may include real estate partnerships.

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you receive any income from a state other than WA during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell any property in a state other than WA during the year? |

Rental Property

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you have a rental property any time during the year? This could include a portion of your personal residence. |
| | | | <i>If "No", skip to the Self Employment section</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sell a rental property or take it out of rental during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you put a property into rental during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you purchase a property with the intent to rent during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have carry over rental losses from prior years? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you actively manage your rentals or do you use a management service? |

Self Employment - Sole Proprietors, Partnerships, S Corps, C Corps, Farms

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you own all or part of a business during the year? |
| | | | <i>If "No", skip to the next section</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sole Proprietor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Partnership |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | S corporation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C corporation |
| | | | <i>LLC is not recognized as a tax entity by the IRS. An LLC will fall into one of the four entities above.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you think your business may be better classified as a hobby? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you start, join, or purchase a business during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you acquire a new or additional interest in a partnership or S corporation during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you close down, sell, or abandon a business during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you purchase any business assets or convert any assets to business use? |

Yes No Unsure Self Employment continued

- Did you sell any business assets or remove any assets from the business during the year?
- Did you purchase any gasoline, diesel, or special fuels for non-highway business use during the year?
- Do you have any Net Operating Loss carryover from prior years?

Income and assets from all sources outside of the US

- Did you have income from a foreign country?
- Did you pay taxes to a foreign country? (Not including foreign tax paid through a US-based investment account)
- Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- Do you own property in a foreign country?
- If "Yes", do you receive rental income from the property?
- Did you have a financial interest in or signature authority over an account or asset located in a foreign country?
- Did you hold more than \$10,000 in virtual currency in one or more foreign accounts on any one day during the year?

Adjustments to Taxable Income - Itemized Deductions, Estimated Payments, Retirement Contributions, and More

- Did you make estimated payments toward your 2018 taxes, or roll over a refund from 2017 to 2018?
- Did you make contributions to an IRA, Roth, or other qualified retirement plan during the year?
- Did you make a purchase with an associated credit such as hybrid vehicle, residential energy efficiency or solar in the year?
- Did you pay alimony during the year?
- Did you receive alimony during the year?
- Did you incur a loss due to damaged property in a Federally designated disaster area?
- Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?
We expect fewer people to be itemizing deductions. The standard deduction has nearly doubled for most taxpayers. The medical deduction is that amount greater than 7.5% of your adjusted income.
- Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
- Did you receive any state or local income tax refunds from prior years? (Not applicable to most WA residents.)
- Did you pay real estate property taxes or personal taxes (RTA on car tabs) during the year?
- Did you make any vehicle purchases during the year?
- Did you pay mortgage interest during the year? *Interest on a loan secured by the home to buy, build, or substantially improve a 1st or 2nd home.*
- Did you take out a new or refinance a home mortgage during the year?
- Did you make cash donations to charity during the year?
- If "Yes", do you have receipts or letters from the charities?
- Did you make non cash donations to charity (clothes, furniture, etc.) during the year? Do you have receipts?
- If "Yes", do you have receipts or letters from the charities?
- Did you donate a car or boat during the year? You will need IRS Form 1098-C.
- If you had gambling winnings do you also have documented gambling losses?

Other Important Information, Planning For Next Year

- Have you paid Alternative Minimum Tax in prior years?
- Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.) during the year?
- Did you make any gifts to any one person in excess of \$15,000 during the year?
- May the IRS discuss your tax return with your preparer?
- Have you received any notices from the IRS that are not resolved?
You can receive or pay the IRS by paper check or electronically.
- If you have tax due will you want to send a paper check?
- If you have refund will you want the IRS to send a paper check?
- If you have a refund would you want to apply it toward your 2019 taxes?
- Do you have a tax issue not listed on this checklist?
If "Yes", explain _____
- Changes that may occur:*
- I expect to retire.
- I expect a big change in my income.
- I expect to buy or sell my home or other property.
- I expect to start or close a business.
- I expect my marital status to change.
- I expect a change in the number of my dependents.
- I have a child who will be attending college.
- I expect to move out of state.
- Other : _____

Please sign to acknowledge that you have answered all questions on all three pages correctly.

Date: _____

Date: _____