

## Tips for Making Tax Time less Taxing

1. Please be sure we have your materials as complete as possible by 3/31/2020.
2. Inform us of any life changing event, ex. new baby, divorce, etc.
3. Inform us of any changes to your contact information – most important, cell phone numbers and email addresses.
4. **Review last year's return** to be sure no income sources are overlooked –
  - a. Schedule B shows the list of interest and dividends items
  - b. The organizer and/or checklist may be helpful
5. Review brokerage statements to be sure the **cost and date purchased of the items sold** are included
6. Business income and deductions –
  - a. We need to see any 1099-Ks you receive for card processing transactions
  - b. Car expenses – 12/31/19 odometer reading, total miles on the vehicle(s) in 2019 and business miles on the vehicle(s) during 2019.
  - c. Were any assets added or disposed of?
  - d. Be sure you adopt and sign the Repair and Capitalization Policy
7. Rental income and deductions –
  - a. Income and any security deposits received
  - b. Deductions including adding or disposing of any assets
  - c. Be sure you adopt and sign the Repair and Capitalization Policy
8. Amounts and dates of estimated income tax payments – copies of the checks can be helpful or a printout of the online payments
9. Long Term Care insurance premiums should be listed for each individual and separate from other medical expenses. The Medical Expense threshold was reduced by recent legislation to 7.5% of AGI.
10. Charitable contributions –
  - a. All donations must have a receipt – monetary donations over \$250 must have a letter from the organization
  - b. Non-Cash donations need to be valued and a list is helpful. If there is more than \$5,000 of non-cash donations to a single organization an appraisal of the items is required.
11. Employer identification number, name and address for all day care service provider(s). This is particularly important if you are participating in a dependent care benefit program (DCB). The Federal credit is based upon the first \$6,000 of expenses for two or more children. The DCB programs can reimburse the first \$5,000 of expenses, so even if you are participating fully in a program, you may get a Federal credit.
12. Foreign Accounts – we need to know if you have any foreign bank accounts and if there was an aggregate balance of over \$10,000 **at any time** during 2019.
13. What changes are there to your personal situation in 2019 or 2020 which will affect your income tax?