



Ginensky & Ginensky LLC
CERTIFIED PUBLIC ACCOUNTANTS

8 Yardley Street
Edison, New Jersey 08820
(732) 388-9114 Phone
(732) 388-3116 Fax
www.ginenskycpa.com

Ronnie F. Ginensky, MBA, CPA
rginensky@ginenskycpa.com

Steven I. Ginensky, MBA, CPA
sginensky@ginenskycpa.com

TAX APPOINTMENT CHECKLIST

- **Personal Information**
 - Last year's income tax return if you are a new client
 - Name, address, social security number, date of birth for yourself, spouse and other dependents
 - Copies of your driver's license and that of your spouse and dependents if applicable
 - Copies of Health Insurance Cards for each member of the family
 - Email Address

- **Income**
 - Forms W-2, Wages
 - Interest, dividend income (1099-Int, 1099-OID, 1099-Div)
 - Income from sale of stock or other property (1099-B, 1099-S)
 - Dates of acquisition and records of your cost or other basis in property your sold (if basis is not reported on 1099-B)
 - Sale of Home information
 - State/ Local income tax refunded
 - Special assistance income
 - Pension/ IRA/ Annuity Income (1099-R)
 - Social Security income (1099-SSA)
 - Alimony Income including name & social security number for ex spouse
 - Gambling/ Lottery winnings and losses
 - Jury Duty income
 - Hobby income and expenses
 - Foreign income
 - Rental Income
 - Self-Employment income
 - Unemployment Income
 - Contract/ Partnership/ Trust/ Estate Income

- **Expenses**
 - Dependent Care Costs
 - Education/ Tuition Costs/ Materials Purchased

- Medical/ Dental
 - Health care insurance
 - Forms 1095 A, B, C (as applicable)
 - Doctors and Dentists
 - Hospital & lab expenses
 - Eyeglasses
 - Medical Mileage driven
 - Mortgage and Home Equity loan interest/ Mortgage insurance/ Points paid
 - Real Estate Taxes
 - Employment related expenses
 - Tax Return Preparation Expenses
 - Home purchase/ Moving expenses
 - Charitable Contributions
 - Cash – List organization and amount
 - Non-Cash – prepare a separate list for each time a donation was made, including:
 - Organization
 - Location
 - Date of donation
 - Detailed description of what was donated
 - Organization valuation
 - Estimated cost
 - Job hunting expenses
 - HSA contributions
 - Estimated Taxes
 - Federal or State
 - Date
 - Amount
- **Education Payments**
 - Forms 1098-T from educational institutions
 - Receipts that itemize qualified educational expense
 - Records of any scholarships or fellowships you received
 - Form 1098-E if you paid student loan interest
- **Business Income/ Expenses**
 - Income
 - Report all income received, separating income from which a form 1099 was received (provide list or copies received)
 - Expenses
 - Report all expenses
 - Every business is asked the question that we need you to respond to and sign off on:
 - Did you make any payments in 2016 that would require you to file Forms 1099? Yes _____ No _____
Signature _____ Date _____
 - If Yes, did you or will you file all required Forms 1099?
Yes _____ No _____
Signature _____ Date _____

Failure to properly file a correct information return (Form 1099) can result in penalties of over \$500 per form. The above questions need to be answered and upon audit this is one area that will be reviewed.

- Expenses (examples):
 - Parking, fees & Tolls
 - Travel expenses
 - Business meals and entertainment
 - Business gifts
 - Education
 - Trade publications
 - Home office expenses
 - Include home square footage and business office square footage
 - Vehicle information
 - Mileage
 - Rents

These expenses are examples of allowable expenses. Feel free to include any other expenses for your business or call us at (732) 388-9114 with questions.

- **Open IRS or State Tax issues that have not been resolved.**