JONES ACCOUNTING ASSOCIATES
1199 SE DOCK ST
OAK HARBOR WA 98277
360 675-3030
jaoffice@kjonesinc.com | www.kjonesinc.com

INDIVIDUAL and BUSINESS INFORMATION CHECKLIST

This is a list of the most common items we'll need to finish your tax return. We'll call you if we need anything else. *(You don't need to return this to us, unless you make notes we should be aware of.)*

- ☐ **Signed Engagement Letter (see attached)**
- ☐ Completed Client Questionnaire
- ☐ All return packets or mailing labels sent to you by the various taxing agencies
- ☐ All W-2's
- ☐ All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, etc.
- ☐ All healthcare related forms (1095-A from the Marketplace, 1095-B from your healthcare provider, and/or 1095-C from your employer)
- ☐ All income information for children if you want us to prepare any required returns. Children must file their own returns if they have interest dividends and/or capital gains of $2100.00 or more.
- ☐ Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans
- ☐ Total of charitable contributions, and details for any non-cash contributions over $500
- ☐ Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready, and let us know it's coming) Due Date March 15th
- ☐ Copy of your business expensing policy (for equipment, tool, furniture which costs under $2500.00)
- ☐ If you bought, sold or refinanced real estate, then a closing statement for each transaction(HUD 1)
- ☐ If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale date (year end summary statements are ideal)
- ☐ If you have managed portfolio accounts with more than 20 sales, brokers name, phone/fax number, log in ID for electronic download
- ☐ If you are claiming auto mileage as a deduction for business, rental properties, or unreimbursed employee expenses, we need to know:
  - Total miles
  - Commuting miles
  - Business miles driven for the year

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☐ If you lease your car or are not taking the auto mileage above, please also provide:

- Original value of the car (what you could have bought it for) and date of the lease
- All expenses for lease payments, gas, car washes, licenses, insurance, tires, repair, etc.

☐ Copies of Form 1098 T and college tuition and fees invoices showing payments made.

☐ Copies of any federal, state, or local tax correspondence during the year, including all payments made or refunds received

☐ All legal documents for formation, sale or purchase of a business during the year

☐ All legal documents regarding a divorce

☐ Voided check for account where refunds should be direct deposited to (optional)

NEW CLIENTS: Copies of prior federal, state, and local returns and depreciation schedules if applicable (at least one year, preferably three)