

News from **FSP and Associates**

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WHAT TO BRING TO YOUR TAX INTERVIEW

At FSP and Associates, LLC (FSP), we will be better able to serve you, as well as expedite the preparation of your tax return, if you initially provide all your tax information. Because we want to make certain that you do not overlook any item which may have tax consequences, we encourage you to use the list below to identify items that you need to provide. Please keep in mind that if you provide all your tax information for the preparation of your tax return, including all the deductions to which you are entitled, you can avoid the cost and inconvenience of having to later amend your return for items which you may have overlooked.

The following list includes a number of documents which may or may not apply to your situation. Please review the list and provide us with the forms that apply to your situation:

- Federal and State tax booklets envelopes and /or labels (if provided to you by the taxing authorities). By using these labels you do not increase your chance of a tax audit—you may prevent one.
- Estimated tax forms sent to you by the Federal or state government, if you are required to make estimated payments. Also, please provide us with the dates and amounts of any estimated payments you made.
- Wage Statements—W-2's and any other forms showing withholding. Please be certain to provide us with all copies of these forms.
- Pension, Retirement Income Statements 1099-Rs.
- 1099's, 1098's and other documents which show income and/or deductions you must claim from all sources and forms K-1 from Partnerships, joint ventures, S Corporations, estates or trusts in which you participate or from which you receive income/losses.
- Interest and Dividend Income.
- Commissions.
- Information reporting the sale of any real property, personal property or stocks, bonds, mutual funds or other investments sold during the year. We will need all information concerning both the cost of the property as well as the selling price of the property. On a residence, normally this information is contained on the HUD-1 which you receive at the settlement table. If you sold the property, please provide us with a list of home improvements including, but not limited to: roofing, siding, windows, additions, decks, new flooring, appliances sold with the home, kitchen and bath remodeling, etc.
- Pension Plan or IRA contributions—form 5498 for IRA's reporting year end balances.
- Self-Employed Business Income and Expenses.
- For outside salespeople, or those who use a personal automobile for their job, all pertinent information relating to the costs of operating your automobile including requests for reimbursement submitted to your employer. Also information concerning any un-reimbursed business or entertainment expenses.

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- Lottery or Gambling Winnings/Losses.
- State Refund Amount, if any. (Form 1099 G).
- Social Security/Unemployment Income.
- Income and Expenses from Rentals.
- Alimony Paid or Received.
- For those who rent, landlord's name and address.
- Record of Purchase, Sale or Refinance of Residence, if applicable (Federal Form HUD-1).
- Medical and Dental Expenses.
- Real Estate Taxes and Mortgage or Home Equity Loan Interest Paid—Form 1098 or similar year-end statement from lender(s).
- Cash and Noncash Charitable Donations. For non-cash charitable contributions exceeding \$500, provide documentation showing: 1) name of the charity; 2) cost of these items when purchased; 3) market value of the items when donated; and, 4) a receipt for the items donated, indicating their value.
- Unreimbursed Employment-Related Expenses.
- Job Related Educational Expenses and Job Search Expenses.
- Child Care Expenses and Provider Information, including provider's tax ID number.
- Social Security Card(s) for all children you wish to claim as dependents. If your child does not yet have a number, call or visit your nearest Social Security office and get application form #SS-5. You must present proof to Social Security of the child's identification and his/her birth certificate.
- Driver's License(s) or other form of photo ID.
- Dependents' Social Security Numbers, Dates of Birth and Social Security Cards
- Last Year's Tax Return (if this is your first year having FSP prepare your tax return).
- Information on Education Expenses.

Finally, if you have any questions concerning items which you think may be of tax consequence, please provide us with a list of them. We will be pleased to guide you in determining whether or not these items might be deductible. If you have any questions, please feel free to contact us at 301-258-0300.