

Source Documents and Information to submit for a 1040 Income Tax Return

- **Signed Engagement Letter**
- **Signed Tax Questionnaire**
- **Social Security Numbers**
- **Current and Correct Mailing Address**
- **Number of dependents**
 - Date(s) of birth
 - Social Security number(s)
 - Who can claim this tax year and number of months in home
- **W-2 forms**, intact originals - send all copies, do not separate
- **1099 forms**
 - 1099-B – Broker Statements
 - 1099-G – State Refund, Unemployment Compensation
 - 1099-INT - Interest Statements
 - 1099-DIV – Dividend Statements
 - 1099-Misc – Miscellaneous, intact originals
 - SSA-1099 – Social Security Benefit Statement
 - 1099-R - Pension or Retirement Plans, intact originals
- **Information on stock sales and purchases** to include name of stock, date of purchase, cost, date of sale, selling price
- **1098 Mortgage Interest Statements** for all mortgages, including rental and vacation homes, Home Equity Line of Credit
- **Property Taxes** paid during the tax year for primary home, vacation and rental properties
- **K-1 Documents**
- **Medical/Prescription/Dental Expenses** – send totals; keep receipts on file for future reference
- **Medical Miles Driven**, send total; keep log for future reference
- **Medical and Long Term Care Insurance Premiums**
- **Out of Pocket Medical and Expenses**, send total; keep receipts for future reference
- **Mortgage Closing Documents** for sale or purchase of home or property, refinancing or exchanged property
- **Proof of Charitable Contributions** – For contributions *under \$250*, send list with names and amounts; keep receipts for future reference. In the case of a contribution to a school or tuition fund in any amount, send copy of written acknowledgment. For any amount *over \$250* send copy of written acknowledgement from organization.
- **Non-reimbursed Business Expenses** – provide list of individual expenses with totals; save receipts
- **Non-Cash Charitable Donations**
 - Name and address of Organization
 - Date of donation and items donated
 - Cost or Basis of items donated
 - Fair Market Value of donated items
- **Non-reimbursed Business Auto Expenses**
 - Type of car and date placed in service
 - Total miles driven during the year and total number of business miles driven
 - Expenses and Fees, send list of items with totals; keep receipts for your records
- **Automobile Registration** fees paid
- **Tax Preparation Fees** if prior year prepared by another firm
- **Safe Deposit Box Fees**
- **Auto or Boat Purchase**, provide copy of bill of sale
- **Child Care or Dependent Care Information**
 - Provider name, complete address and ID#
 - Name of dependent care was provided for
 - Amount paid



Information to submit for a 1040 Income Tax Return with Schedule C

- **All information requested for a standard 1040 Income Tax Return**
- **Principal business or profession**
- **Principal business code**
- **Address if different from 1040**
- **Income**
 - Gross receipts or sales
 - Returns and allowances or other income
- **Cost of Goods Sold**
 - Inventory at beginning of year
 - Purchases
 - Cost of items for personal use
 - Cost of labor
 - Materials and supplies
 - Other costs
 - Inventory at end of year
- **Expenses**
 - List of expenses by type, do not send receipts; keep for future reference
 - Examples: Accounting fees, bank charges, dues and subscriptions, legal and professional fees, office expense, postage, repairs, security, tools, utilities, etc...

Information to submit for a 1040 Income Tax Return with Schedule H

- **All information requested for a standard 1040 Income Tax Return**
- **Kind of property**
- **Location of property**
- **Income**
 - Rents received
 - Royalties received
- **Expenses**
 - List of expenses by type, do not send receipts; keep for future reference
 - Examples: Accounting fees, association dues, cleaning and maintenance, management fees, interest (1098), pest control, repairs, real estate taxes, utilities, etc...



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