



### \*\*\*Information Needed For Individual Tax Clients (Form 1040)\*\*\*

This is to be used as a guideline only. Not all items apply to all clients.

#### New Client Information:

- Copy of government-issued identification for each taxpayer
- Copy of Social Security Cards – including dependents
- Copy of last 2 years Federal Income Tax Returns

#### General:

- Employment income (W-2 / 1099-MISC)
- K-1s (from 1065 / 1120S investment)
- Dividend income (1099-DIV)
- Unemployment income (1099-G)
- Foreign bank account / asset information
- Health insurance (1095-A, B, or C)
- Gambling income (W-2G) / gambling losses (statement from casino / your records)  
There is a **Gambling Log** available at [www.baitytax.com](http://www.baitytax.com)
- Stocks: date of purchase / basis (purchase price) / date of sale (1099-B)
- College: tuition statement (1098-T) and receipts for non-tuition expenses (books, supplies, etc. / NOT including room and board)
- Social Security income (1099-SA)
- Interest income (1099-INT)
- Dividend income (1099-DIV)
- IRA / pension income (1099-R)
- Railroad Retirement income (RRB-1099-R)

#### Deductions:

- Real estate property taxes
- Mortgage interest (1098)
- Medical / dental / optical expenses
- Casualty loss – (Federally Declared Disaster Area only) – Ins. claims, FEMA documents, etc.
- State sales tax for major item purchase (vehicle, boat, RV, etc.)
- Total charitable contributions (cash & non-cash)  
Need to have documentation, including basis of items and date donated  
There is a **Charitable Cash Donation Tracker** available at [www.baitytax.com](http://www.baitytax.com)
- Dependents: list with relationship, Social Security # and date of birth for each  
Number of months dependent lived with you during tax year  
There is a **Dependent Support Worksheet** at [www.baitytax.com](http://www.baitytax.com)
- Child Care - name & address of facility or individual / federal ID# / amount paid for each child

\*\*\*OVER\*\*\*

## **Sale / Purchase of Personal Residence:**

- Date of sale / purchase
- Sale / purchase price
- Cost of improvements
- Closing documents / 1099-S / HUD statement

## **Applies to Rental Property Only:**

- Rental income for each property
- Expenses for each property  
There is a ***Rental Property Worksheet*** available at [www.baitytax.com](http://www.baitytax.com)
- If property purchased: cost of property / date of purchase / address of property  
If property is already in service - Depreciation Schedule from previous tax preparer
- If property sold: sale price / date of sale  
If installment sale – amount of interest charged / name, address and SS# of purchaser

## **Applies to Rental Property, Business, or Farm:**

- Total income (1099-MISCs if provided)
- Expenses by category
- If not using a computer program, the following forms are available at [www.baitytax.com](http://www.baitytax.com):  
***Baity & Assoc. Business Tax Information Form***  
***Business Income & Expenses Worksheet***  
***Farm Income & Expenses Worksheet***
- Assets purchased or sold: date of purchase / date of sale and associated expenses
- Vehicle use: provide total mileage / personal miles / business miles or depreciation amount  
There is a ***Mileage Log*** available at [www.baitytax.com](http://www.baitytax.com)
- Home office: total square footage of home / square footage used for office / total spent on utilities (electric and gas) / total repairs to home / total cost of homeowners & flood insurance / total spent on mortgage interest (1098) & real estate taxes  
There is an ***Office in Home Deduction Worksheet*** available at [www.baitytax.com](http://www.baitytax.com)