Hartwell & Company
800 Port Street, Suite D
St. Joseph, MI   49085

1040 Information Checklist

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

Personal information (please confirm the following items):

____ Residence Address

____ Email Address

____ Cell and/or Home Telephone Number(s)

____ All birth dates and social security numbers for all family members. Please confirm new and if any, are no longer dependents.

Income:

____ All W-2's

____ All 1099 forms received confirming income from interest, dividends, retirement, Social Security, disability, unemployment, gambling winnings, etc.

____ Copies of all LLC, Partnership, or S-Corporation K-1's (bring separately later if everything else is ready and let us know it is coming).

____ If you were self-employed, operated a farm or rental properties, please supply income, expenses and receipts for any large purchases or repairs

____ If you are claiming auto mileage as a deduction for business or rental activities, we need to know total miles, commuting miles, and business miles driven for the year.

____ If for business purposes, you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.

____ If you sold any shares of stocks or 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 (year-end summary statements are ideal).

Adjustments to Income:

____ All contributions to regular or Roth IRA's. Also, any information concerning rollovers or Roth Conversions.

____ All contributions to Health Savings Accounts; total distributions from Health Savings Accounts

____ All legal documents for information, sale, or purchase of a business during the year.

Itemized deductions:

____ List medical expenses, separate doctor, dentist, prescriptions, health insurance premiums, long term care premiums, mileage that relates to medical expenses only (must exceed 7.50 % of adjusted gross income to be deductible). **Also, Form 1095 for health insurance coverage for 2020, if applicable.**

____ Copies of any federal, state, or local tax correspondence during the year, including all **tax estimate payments made in 2020, and any made in 2021 for 2020.** Please provide information on any tax refunds received.

____ Copies or original 2020 Property Tax bills. **Please also provide a copy of the property tax bill due in Feb 2020.**

____ License tags / lock box amounts.

____ Year-end statements of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans. Please provide copies or the original of any real estate taxes paid.

____ RECEIPTS for all contributions (or we will not be able to deduct contributions on return per IRS)

____ If you bought, sold, or refinanced real estate, then a closing statement for each transaction. Any energy efficient improvements made to your home and documentation supporting any anticipated credits.

Tax Credits:

____ Day care expenses, we must have provider name, address, Federal ID number or social security number (not daycare license number) and amount paid.

____ Education expenses, college name, year in school, form stating tuition and fees paid (1098T), student loan interest; loan interest must be in the taxpayer or spouse name.

____ IRS Letter 1444 stating the amount of your Economic Impact Payment also known as Recovery Impact Credit

Other:

____ All legal documents for divorce decree, if you were divorced during the year or a new client.

____ **Voided check for checking account only** where refunds should be direct deposited *(optional)*
Deposit ticket for savings account where refunds should be direct deposited *(optional).*

____ **New Clients:** copies of prior federal, state and local returns and depreciation schedules if applicable (at least one year, preferably two), copy of you and your spouse's driver's license (if married).

____ **Signed and dated tax return preparation engagement letter.** ***(See associated document on website.)***

____ **Signed and dated Section 7216 consent to disclosure of tax return information.** ***(See associated document on website.)***