

TAX INFORMATION TO BRING

Please bring any of the following that is relevant to you as well as any other information that you feel may be relevant in your situation.

If you are a new client, bring last year's tax returns

MISCELLANEOUS INFORMATION – NEW CLIENTS ONLY

Full Name & Address
Social Security Numbers..... Of yourself, your spouse, and all dependents*
Birth Dates..... Of Yourself, your spouse, and all dependents
Bank Account Numbers..... If you want your refund direct deposited

INCOME DOCUMENTATION

W-2 Statements..... From all employers, all copies
1099 Statements..... From banks, mutual funds, stocks, retirement accounts, business income, and all other sources
State Tax Refunds..... Only if you itemized deductions last year
Alimony Received..... Not child support
Capital Gains and Losses..... Cost basis of stock or other investments sold

ADJUSTMENTS TO INCOME

IRA or Roth IRA Contributions..... Not necessary if your account is through me
Moving Expenses..... If you moved more than 75 miles for work
Student Loan Interest..... Most lenders send a 1098-E
Educator Expenses..... Up to \$250 per teacher can be deducted
Alimony Paid..... Not child support

CREDITS

Child or dependent care expenses..... Even if money deducted from paycheck
Need name, address, and social security number of child care provider.
Residential Energy Credits..... Cost of solar upgrades only
Education Credits..... Form 1098 from college has eligible expenses. **Print out a bursar's statement from the school's website. Course materials, books & supplies, also**

DEDUCTIONS

Medical Expenses..... Including doctors, dentists, hospitals, prescriptions, eye care, and out of pocket cost of health insurance
State & Local Income Taxes Paid..... Available on W-2's
Property Taxes..... Form 1098 from mortgage company or amount paid if not escrowed
Auto Excise Taxes..... From your vehicle registration – excise & wheel tax; can also be found online at in.gov/bmv
Mortgage Interest Paid..... Form 1098 from mortgage company
Charitable Contributions..... Both cash and non-cash donations
Casualty or theft losses..... If loss occurred in a federally declared disaster area
Gambling Losses..... If claiming gambling winnings

SELF-EMPLOYED INCOME

Income from your full-time or side business Use Business Profit & Loss Worksheet found at www.heinekampfinancial.com

RENTAL INCOME

Income from your rental properties Use Rental Property Worksheet found at www.heinekampfinancial.com

DON'T FORGET YOUR AUTO EXCISE TAXES

INDIANA DEDUCTIONS AND CREDITS

Renters Deduction	Total rent paid, name and address of landlord
College Donation Credit	Donations made to Indiana colleges and universities
Insulation Deduction	Amount spent to increase insulation value of home
Indiana CollegeChoice 529 Contributions	Contributions to <u>Indiana</u> plan & account number
Neighborhood Assistance Credit	Donations to certain qualified Indiana charities
Public School Educator Expense Credit	For materials and supplies
School Scholarship Credit	Donations to organizations that provide private school scholarships

BUSINESS USE OF HOME (HOME OFFICE)

NOW ONLY FOR SELF-EMPLOYED

USE HOME OFFICE WORKSHEET FOUND AT WWW.HEINEKAMPFINANCIAL.COM

Business Use Area	Square footage or dimensions of office
Total Area of Home	Total square footage and number of rooms No. of rooms does not include bathrooms, closets
Purchase Price of Home	What you paid for it or what it was worth when you began using a home office
Indirect Expenses	
Mortgage Interest	Will get from Schedule A
Real Estate Taxes	Will get from Schedule A
Insurance	total annual premium, might be on Form 1098 from mortgage company if escrowed
Miscellaneous	full amount for the entire home for the whole year
Rent	full amount for the year if renting home
Repairs & Maintenance	Any maintenance done anywhere in the home
Utilities	Including gas, electric, water, local phone, cable
Other Indirect Expenses	Including trash, internet, home improvements and any other expense for any part of the home
Direct Expenses	Amount spent specifically on the home office

We will need Form 1095 for proof of health insurance.

GO TO WWW.HEINEKAMPFINANCIAL.COM FOR MANY HELPFUL WORKSHEETS

NOTE: If you are a W-2 employee, mileage and job related expenses are no longer deductible. You may want to discuss reimbursement with your employer. The good news is that we have run several scenarios and the higher standard deduction levels and lower tax brackets, in most cases, more than offset the lost deductions.

IF YOU ARE A NEW CLIENT, BRING LAST YEAR'S TAX RETURNS