

Hello!

Welcome to 2018! We hope it's off to a good start. Of course, another part of kicking off the new year is getting taxes out of the way. We believe the enclosed checklist will better help you gather your tax information.

The pointers below will help make it a smooth process. Don't hesitate to contact us if you have any questions:

- Be prepared: Enclosed is the *Tax Checklist* – scan through it to be sure you have everything, and note any questions you want to ask.
- Submit your tax information: Please visit www.blasertax.com to submit your documents electronically and click the easy to use "upload your documents" link on the home page.
- Schedule a meeting: We will be utilizing an online service called Calendly that allows you to set up times for phone calls or in-person meetings. Go to www.blasertax.com and click the "schedule a time to meet" link on the home page.
- March 30th cut-off: We'll need to receive the last piece of information by March 30 to ensure your return will be ready by April 15.
- RightSignature: We are continuing to utilize RightSignature to obtain signatures from you for both the engagement letter and E-File authorization forms. This will allow for electronic signatures to be recorded and reduce the paper chase burden for both us and you during a busy time.

Ann, Laurajane, and Jon look forward to helping you file your tax returns as smoothly as possible this year. We will have more items to share about how we can make this tax filing the best experience possible. Please don't hesitate to reach out to us with any questions – we are here to help!

Ann
Laurajane
Jon

Sincerely,

Blaser Tax Consulting

Tax Checklist for Individuals

We recommend you scan through this list to be sure you have everything gathered and to note any questions you want to ask. Having everything ready helps keep your taxes on track. Simply check the boxes below for *Yes* / *No* / *Not sure*.

GENERAL

- / / Any changes to your mailing address, cell/home/work numbers, or e-mail addresses? Provide details.
- / / Any new dependents to add? – provide name, date of birth, and SSN. (Congratulations by the way.)
- / / Any dependents from last year to remove? – provide details.
- / / Any new bank accounts to use for direct deposit of refunds? – provide check from the account (or at least routing and account number).

INDIVIDUAL ADDITIONS

- / / Any wages? – provide Forms W-2 from each employer.
- / / Any special employer compensation? – provide explanatory letters from your employer (e.g., subsidized moving costs, exercised stock options, etc.)
- / / Any retirement plan withdrawal? – provide Forms 1099-R from each retirement plan.
- / / Any IRA withdrawals from accounts in which you have “basis”? – provide the previous year's ending account balance for each IRA account.
- / / Any Social Security benefits? – provide Form SSA-1099 for each recipient.
- / / Any interest income over \$10 from bank accounts? – provide Forms 1099-INT from each bank.
- / / Any dividend income on investment accounts? – provide Forms 1099-DIV from each financial institution.
- / / Any sales of investments? – provide Forms 1099-B from each financial institution. Look up any missing purchase dates and/or purchase prices for sales made.
- / / Any state refund received? – provide Forms 1099-G from each applicable state.
- / / Any unemployment compensation? – provide Forms 1099-G from each applicable state.
- / / Any gambling winnings? – provide Forms W-2G for each winning. Also include a summary of all gambling losses for the year.

/ / Any ownership interests in partnerships, S-Corporations, or trusts? – provide Form K-1 for each interest.

/ / Any withdrawals from college savings plans? – provide Forms 1099-Q for each account.

/ / Any withdrawals from Health Savings Accounts? – provide Forms 1099-SA for each account.

/ / Any alimony received? – provide the total amount received and the payer's SSN.

/ / Any income received in a foreign country? – provide details to discuss further.

/ / Any level of involvement with financial accounts overseas? – provide details of amounts, income earned, etc. to determine what, if any, reporting may be required.

/ / Any other income or tax form received (including debt cancellation)? – provide details to discuss further.

INDIVIDUAL SUBTRACTIONS

/ / Any childcare paid? – include provider name, address, tax ID, and amount paid per child.

/ / Any higher education tuition paid? – provide Form 1098-T from each educational institution, plus amounts for books and other related expenses.

/ / Any contributions into IRA's (Traditional, Roth, SEP, SIMPLE, etc.)? – provide Form 5498, or total for amounts contributed per account.

/ / Any contributions into Health Savings Accounts? – provide Form 5498-SA.

/ / Any contributions into home state college savings plans? – provide a summary of amounts contributed per child per account.

/ / Any real estate owned/Purchased/sold/refinanced? – provide Form 1098 for any mortgage; real estate taxes paid by property; and settlement statements for any purchases, sales, or refinances.

/ / Any monetary charitable contributions? – provide a summary total, and keep recipient receipts on file for any giving instances of \$250 or more.

/ / Any non-monetary charitable contributions? – provide a summary total, and if grand total is greater than \$500, the receipts showing recipient, address, and item descriptions. (Example values can be found at <http://satruck.org/donation-value-guide>.) Provide Form 1098-C if vehicle donated.

/ / Any significant medical costs paid out-of-pocket (generally greater than 10% of your income)? – provide subtotals by type of medical cost. If you're self-employed covered under your own plan, provide the premiums total.

/ / Any significant "miscellaneous itemized deductions" like un-reimbursed employee costs, investment fees, certain legal fees, tax preparation fees, job search costs, safe deposit box rentals (generally combined to greater than 2% of your income)? – provide subtotals by type of cost.

/ / Any estimated taxes paid? – provide a list of dates paid, amounts, and payees.

/ / Any student loan interest? – provide Form 1098-E.

// Any alimony paid? – provide a total of the amount paid, and the recipient's SSN.

// Any energy-efficient improvements to your house (windows, insulation, heater/air conditioner, and similar)? – provide subtotals of the amounts paid by improvement type.

// Any health insurance coverage? – provide Form 1095-A/B/C.

// Any other items you think may reduce your taxes? – provide details with you to discuss further. (Includes out-of-pocket teacher expenses, unreimbursed partnership expenses, etc.)

RENTAL ACTIVITY

// Any rents received from tenants? – provide Form 1099-MISC if received from tenant or property manager.

// Any rental expenses? – provide financial summaries from property managers if any, Forms 1098 from banks for mortgage interest, and your own financial summary.

// Any significant rental improvements? – be sure to list separately larger equipment purchases, remodeling, and similar so we can evaluate for proper categorization.