

TAX CHECKLIST

Please read through the following list carefully and the items that apply to you be sure to have prior to coming OR dropping off to your scheduled appointment.

Please bring with you the following to your appointment:

New clients, bring a copy of last year's tax return.

Total of all estimate payments made to federal and state income tax agencies.

ALL CLIENTS:

INCOME ITEMS:

W-2's Employers, retirement plans, etc.

SS-5'S --Social Security Statements.

1099's -- Pertaining to retirement.

1099's = Interest & Dividend statements.

Source: bank & investment institutions.

THE FOLOWING INFORMATION PERTAINING TO BOND REDEMPTION

K-1's from either Partnerships, S Corps. Remics.

1099's=Sale of Real Estate- Closing information statements.

IF THERE WAS A SALE OF REAL ESTATE OR ANY OTHER ASSETS THE DATE PURCHASED AND COST IS IMPERATIVE IN CALCULATING A POSSIBLE CAPITAL GAINS/LOSSES SITUATION.

If the real estate sold was your primary home for at least two years prior to the sale you have a reporting issue only.

1099B-sale of stock.— You will receive one of these, it is **absolutely necessary to bring with you the cost basis of the stock sold and when it was purchased.**

Note: If you do not have this information prior to your scheduled appointment, call to re-schedule for I can not complete return without it. **Suggestion:** CALL YOUR STOCK BROKER TO OBTAIN the information needed, PRIOR TO YOUR APPOINTMENT.THEY SHOULD HAVE THIS INFORMATION ON FILE.

DEDUCTIBLE EXPENSES:

Medical Deductions - Medical Premiums paid for insurance.

Total out of pocket after insurance reimbursement paid—

For doctors, prescriptions, dental, glasses, hearing aids, etc.

1098's--Interest paid on Mortgages & loans.

Sources: bank & financial/investment institutions.

Real Estate taxes, Car taxes.

Charity Donations-how much and to whom? Charity must provide you with a statement of contribution with their letterhead and dated for the current year.

Un-reimbursed business expenses

Business Travel: need to know the mileage.

Professional dues, safety deposit box fees.

Did you purchase a hybrid vehicle in 2006.

RENTAL PROPERTY

If rental Property is involved -- list of related expenses and income.

Allowable rental expenses examples but not limit to:

(Print the rental worksheet, located on the website).

Advertising, interest expense/repairs & maintenance/real estate tax/HOA fees/travel to check on property/utility expense/commissions to property rental agents. Any capital improvements are taken on a case by case basis.

Property taxes on rental property Furnishings.

NEW CLIENTS-prior years Depreciation schedules (found in tax return are needed).

Were you a full year Resident of South Carolina last year, or did you move into South Carolina from another state?

If so, let us know in advance, so we can order the necessary state forms prior to your appointment, you may have a two state filing.

We need to know the expenses paid for the following:

Child Care

Job Education

Did you buy or cash in any IRA's?

BUSINESSES: the following will apply to you:

If you were a sole proprietor, partnership, or a corporation:
(Print the business worksheet, located on the website).

Business related Income and Expense Information.

Please summarize expense by type to efficiently process your tax return as well as cost effective.

You may print a code sheet from the website.

Let us know this, when confirming your appointment.

Did you have a K-1 Document from either a partnership or Corporation?

Your taxes will be prepared and completed provided that all related information is brought to your appointment. The cooperation will help streamline this year's taxes. If you have any questions or problems, please call prior to your appointment, and we will assist you in organizing your data.

Please remember it is mandatory to render payment upon services received. Otherwise, completed taxes will not be released until payment is made.

Any questions or problems please call the office at (843) 238-2306 and ask for Deb or E-Mail at dgacct@sc.rr.com.