Tangible Accounting
"U.S.A. Trusted Advisor Firm"

VIA ELECTRONIC DELIVERY

To All **CLIENTS**

RE: Individual and Business Tax Compliance REQUEST FOR DOCUMENTS

Dear Client:

To assist the Firm in compiling your individual and business tax compliance forms, please provide us with the documentation requested below:

Individual Income and Expense Items:

1. Copies of last two years tax returns,
2. W-2 forms from each employer you had during the year,
3. 1099-INT and 1099-DIV interest and dividend income reporting forms,
4. 1099-R forms for pension income and retirement plan distributions,
5. 1099-S for Social Security benefits received,
6. 1099-G for state unemployment compensation, state tax refunds, gambling or lottery winnings,
7. 1099-MISC for compensation received as an independent contractor, executor, trustee, etc.,
8. 1099-B for the sale of securities,
9. 1099-S for sale of real estate,
10. Form 1099-Q, Payments from Qualified Education Programs,
11. Form 1099-SA, Distributions From an HSA, Archer MSA, or Medicare Advantage MSA,
12. Form 1098 for mortgage or home equity loan interest you paid,
13. 1098-T for tuition and fees paid for higher education (and info on other education expenses)
14. Alimony paid or received, including Social Security Number of recipient (save cancelled checks),
15. Records of purchase and sale of a personal residence, including the settlement statement from closing (Keep records of all home improvements.),
16. Real estate taxes paid during the year Summary of medical and dental expenses paid during the year and any insurance reimbursements,
17. Schedule of estimated federal, state and local taxes paid during the year,
18. Summary of charitable donations, including cash, checks and donated property. Keep all receipts. If value of donated property exceeds $500, an itemized list is necessary,
19. Child care expenses and provider information. The tax identification number of the provider is required. (Include children social security card),
20. Information on IRA contributions made or to be made for the tax year,
21. Summary of moving expenses, if eligible for the moving expense deduction,

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22. Schedules K-1 from partnerships, S corporation, trusts or estates. NOTE: These forms are not required to be delivered to you by January 31st, so they may arrive later than other tax documents,
23. Summary of casualty losses from fire, theft or natural disaster (if any),
24. **Individual Bank Statements in CSV file format and PDF format,**
25. **Individual Canceled Checks in CSV file format and PDF format,**
26. **Individual Credit Card Statements in CSV file format and PDF format,**

Business, Employee-Related and Rental Property Information Items:

27. **Business Bank Statements in CSV file format and PDF format,**
28. **Business Canceled Checks in CSV file format and PDF format,**
29. **Business Credit Statements in CSV file format and PDF format,**
30. **Quickbooks Online Access and/or Quickbooks backup or portable file,**
31. Job-related expenses, such as union or professional association dues, work clothing, tools, supplies, job-hunting and job-related education,
32. Mileage log book or Smart App file (e.g. Mile IQ) for business use of a vehicle,
33. Other records relating to vehicles purchased or leased during the year for which you are claiming business expense deductions,
34. Receipts for travel, lodging and meals while on business,
35. Receipts and records for all business-related income and expenses; and
36. Records of all income from and expenses paid for rental real estate.

This request for document list is limited and will expand as each individual and business is unique.

Should you have any additional questions regarding this matter, please do not hesitate to contact our office at 877.212.8020.

All the Best,

Firm Administrator
Tangible Accounting, PLLC