

**MOMENTUM FINANCIAL GROUP – TAX SERVICE
PERSONAL TAX RETURN PREPARATION CLIENT CHECKLIST**

In order for us to efficiently prepare your personal tax return please be sure to gather the following information:

Personal Information

Social Security Numbers

- Yours _____
- Your Spouse's _____
- Dependents' _____

Advance Child Tax Credit Payment

- Copy of the IRS notice announcing the amount of your payment
- Amount of the payment you received

Childcare Costs

- Cancelled checks or invoices
- Childcare provider's name _____
- Provider's address _____
- Provider's tax ID or social security number

Education Costs

- Receipts for tuition (or cancelled checks) for post-high school education
- Tuition statement - Form 1098-T

Adoption Costs

- Social Security number or I.D. number of adopted child

- Receipts or cancelled checks for:
 - Legal fees
 - Transportation
 - Other costs

Income Information

Income From Jobs

- Forms W-2 for all employers for whom you and your spouse worked during the year

Investment Income

- Interest income - Form 1099-INT
- Dividend income - Form 1099-DIV
- Proceeds from the sale of stocks, bonds, etc. - Form 1099-B
- Confirmation slips or brokers' statements for all stocks, etc. that you sold in 2006
- Schedule(s) K-1 (Form 1065) from investments in partnerships
- Schedule(s) K-1 (Form 1120S) from investments in S Corporations
- Income from foreign investments – Amount of foreign taxes paid (you can find this on the brokers' statement)_____
- Income from stock option exercises and sales:
 - Stock option agreement (showing type of options you received)
 - Stock option statement showing exercise prices of options
 - Form 1099-B for proceeds from stock sale
- Sale of employee stock purchase plan shares:
 - Form 1099-B for proceeds from stock sale
 - Stock price on grant date_____
 - Stock price on purchase date_____
 - If stock sale occurred before qualifying period begins, Form W-2 showing "compensation income" from a disqualifying disposition

Income from State & Local Income Tax Refunds

- Form 1099-G from state or local governments
- State income tax return from 2005, if any
- City income tax return from 2005, if any

Alimony Received

- Bank statements or record of deposits

Business or Farming Income

- Books/accounting records for your business, OR:
- Invoices or billings
- Bank statements
- Cancelled checks for expenses
- Payroll records

In addition you need:

- Invoices for major machinery, equipment, furniture, etc. purchases
- Logs or other records listing vehicle mileage
- Inventory records, if your business maintains an inventory of goods or materials

If You Use Your Home For Business

- Square footage of your home office area _____
- Total square footage of your home _____
- Total rent paid, if home is rented _____
- Mortgage interest reported on Form 1098 _____
- Property tax payments from assessor's bill, cancelled checks, or impound records

- Homeowner's insurance premium payments _____
- Invoices for repairs and maintenance on your house
- Utility bills

IRA/Pension Distributions

- Form 1099-R for payments from IRA or retirement plans
- Account summary form for the year for your IRA accounts, OR
- Deposit receipts and contribution records
- If you received a distribution from an IRA account, the most-recently filed Form 8606 (if you made contributions in prior years to IRAs that weren't deductible on your income tax return)

Rental Property Income

- Profit and loss statements from your property manager, OR
- Checkbook or cancelled checks for expenses
- Form 1099-Misc or other records for rental income paid to you
- Mortgage interest reported on Form 1098
- Property tax payments from assessor's bill, cancelled checks, or impound records
- Record of suspended rental losses from prior years (usually shown on last year's return)

Unemployment Income

- Form 1099-G from your state unemployment agency, OR
- Unemployment check stubs and deposit records

Social Security Benefits

- Form SSA-1099

Income From Sales of Property

If the property was sold in 2006:

- Sales proceeds - bill of sale, escrow statement, closing statement or other records
- Cost of the property you sold – invoices, receipts, or cancelled checks
- Improvements made to the property – invoices or construction contracts and cancelled checks

If the property was sold at a profit before 2006 on the installment basis:

- Previous year's return – Form 6252, Installment Sales
- Amount of principal collected on the installment note owed to you and the date you received each payment _____
- Amount of interest collected on the note _____
- Name, address and social security number of the buyer

Miscellaneous Income

- Jury duty pay records
- Form(s) W-2G for gambling and lottery winnings
- Receipts for all gambling purchases
- Form 1099-MISC for prizes and awards you received
- Form 1099-MSA for distributions from medical savings accounts
- Scholarship records (if you used the money for anything other than tuition, books, and supplies)
- Director's fees receipts if you received money for serving on a corporate board of directors

Adjustments

IRA Contributions

- Year-end account summary or bank statements

Student Loan Interest

- Form 1098-E showing interest paid, OR
- Loan statements

Medical Savings Account Contributions

- Account statements, OR
- Cancelled checks

Moving Expenses

- Invoices from moving companies, OR
- Cancelled checks AND
- Paycheck stub for moving expense reimbursements

Self-employed Health Insurance

- Insurance premium bills, OR
- Cancelled checks

Keogh & SEP Pension Plans

- Year-end account summary, OR
- Cancelled checks

Alimony Paid

- Cancelled checks

Educator Expenses

- Cancelled checks for expenses paid for classroom supplies, etc.

Itemized Deductions

Home mortgage interest

- Form 1098, OR
- Your mortgage statement or bill for January, 2006

Points

- Form 1098 if you purchased a home in 2005
- Your 2005 tax return if you refinanced in prior year

Investment Interest Expense

- Brokers' statements showing margin interest paid
- Loan statements for loans taken out to purchase investments

Charitable Donations

- Cash donations:
 - Charity bills, receipts, or cancelled checks
 - Records of the mileage incurred for charitable purposes (Scouts, etc.) Note: Non-Katrina-related mileage is 14 cents per mile. Katrina-related mileage earns a 32 cents per mile deduction in 2006
- Donations of property:
 - Receipts from charitable agency
 - Estimated value of property given

- Appraisal fees for expensive donations

- Other charitable donations:
 - Prior years' tax returns if you have unused charitable contributions (carryovers) from earlier years
 - Year-end paycheck stub if donations were paid through your wages

Casualty and Theft Losses

- Description of property damaged or stolen
- Receipts or cancelled checks showing cost of property
- Insurance policy and insurance reports showing reimbursement
- Appraisal fees if applicable _____

Job Expenses

- Reimbursement check stubs or reports from your employer
- Union dues - paycheck stub for automatic withdrawals
- Gifts to clients, etc. - receipts showing date, cost, description
- Supplies - receipts or bills
- Property purchased for use in your work - invoices, receipts
- Uniform and special clothing costs - bills or paycheck stubs showing deductions
- Seminar fees - receipts or invoices
- Professional publications and books - receipts or invoices
- Receipts for small tools and supplies you purchased Job travel information:
 - Invoices, receipts, or ticket stubs for transportation
 - Mileage records per vehicle used
 - Hotel bills
 - Restaurant tickets showing name and address of establishment
 - Parking fee receipts
- Job search expenses:
 - Long-distance call bills
 - Resume costs (printing, mailing, resume service, etc.)
 - Transportation bills and mileage records
 - Employment agency fees

- Career counseling costs
- Job-related educational expenses:
 - Tuition, fee, and book receipts for education that maintains or improves your present skills
 - Transportation receipts
 - Lodging receipts if you take classes away from home

Other Miscellaneous Deductions

- Tax return preparation fees – invoices or cancelled checks
 - Cost of tax return preparation software and books – receipts or cancelled checks
 - Safe deposit box rental fees from bank invoice or statement
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- IRA custodial fees (if paid from a non-IRA account)
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- Payroll records for office workers managing your investments
- Investment advice costs: invoices or bills

Medical & Dental Expenses

- Medical bills or cancelled checks
- Form SSA-1099 for Medicare premiums paid from your social security benefits
- Year-end pay stub if premiums were paid through your wages (only if the deductions were after-tax)
- Mileage records for trips to the doctor, clinics, etc. For 2006, the standard mileage rate for medical-related driving is 18 cents per mile

Taxes

State & Local Income Taxes

- Last year's state income tax return
- Forms W-2
- Cancelled checks for state estimates paid

Real Estate Taxes

- Tax collector bills or cancelled checks
- Form 1098 or closing statement if you bought, sold, or refinanced property in the current year

Personal Property Taxes

- Tax bills or cancelled checks
- Automobile licensing bills, if fees are charged annually based on value

Information on Household Employees

- Wages paid during 2006 _____
 - Employee's social security number _____
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Tax Payments

- Quarterly estimated tax payments – Records showing the date paid and amount
- If you applied a tax overpayment from 2005 to 2006 - your 2005 income tax return
- If you filed for an extension for your 2005 tax return – Cancelled checks for payments you made with the extension

Direct Deposit Information

If you want your refund deposited directly into your bank account, you need your:

- Routing number from the lower left side of one of your checks (usually the first nine digits):

- Bank account number from the bottom of check or on bank statement:

Foreign Bank Account Information

- Name of financial institution _____
- Location of financial institution _____
- Account number
- Maximum value of account

Energy-savings purchases

- Bill of sale for a hybrid automobile purchased in 2006
- Receipts for energy-saving improvements to your home in 2006