

SCHLABACH ENTERPRISES, INC.

Accounting, Tax, & Consulting Services

Office Address:

10225 Main Street, Suite # 7
Clarence, NY 14031

Mailing Address:

P.O. Box 413
Clarence, NY 14031

INCOME TAX DOCUMENT CHECKLIST

NEW CLIENTS (these documents will be scanned and returned to you while you are in our office)

- Social Security Cards for ALL individuals listed on return**
- Birth Certificates for ALL dependents (children and adults)**
- Federal & State Tax Returns for the last two (2) years**
- Any current correspondence or notices from IRS or State Tax Agencies**

NEW & RETURNING CLIENTS

- Birth Certificates for all dependents (unless we already have on file)**
- Death Certificate for a spouse or child that has passed away in 2013**
- Bank account verification for direct deposit**
 - **Please make sure to bring a voided bank check with you**
- Change in dependents and their status
- W-2's, 1099's, and any other compensation (must be mailed to you by January 31st)
- 1099-B - Proceeds from broker and barter exchange transactions (sale of stock, etc.)
NOTE: 1099-B's must be sent to you by February 15th. You will also need your cost basis in the asset. Detailed cost basis information will be needed to complete your tax return.
- Schedule K-1 from S-Corp, Partnerships, Estates, etc.
- Rental income and expenses (Schedule E)
- Standard/Itemized Deductions (Schedule A)
 - Dental/Medical/Long Term Care & Health Insurance Premiums
 - Real Estate Taxes – Property Tax Bills
 - Mortgage Interest – Form 1098
 - Gifts to Charity
 - Any losses due to casualty/theft, insurance reimbursements received
 - Unreimbursed employee expenses including work related entertainment, travel, meals, and education
- Records related to other deductible expenses
- Moving expenses
- IRA Contributions (Roth & Traditional)
- Higher Education Expenses – Form 1098-T from colleges and universities
- Student Loan Interest – Form 1098-E from lenders
- Residential Energy Credit – Qualifying Improvements with limitations
 - Insulation, Windows, Doors, Furnaces, Air Conditioners, Solar Electric Property, etc.
- HUD-1 and Closing Statements for all Property/Real Estate Sales and Purchases**