



1751 S. Naperville Road, Suite 102, Wheaton, Illinois, 60189-5896
630-668-3030 P 630-668-2757 F www.defilippisfinancial.com
 TAX RELATED EMAIL: steve@defilippisfinancial.com INVESTMENT RELATED EMAIL: stephen.defilippis@ceterafs.com

Stephen W. DeFilippis, EA, Financial Adviser
 Licensed to Represent Taxpayers Before the IRS

Member: Illinois Society of Enrolled Agents
 National Association of Enrolled Agents

What To Bring To Your Tax Appointment

✓ **Bring a copy of last year's tax return (tax year 2018) with all supporting documents.**

○ **Income:**

- Alimony received
- Business income and expenses, record of self-employment income
- Capital gains/losses – Form 1099-B and information to determine cost basis (trade confirmation from original purchase of securities)
- Distribution from retirement plans, pension, profit sharing, annuity income – Form 1099-R
- Dividends received – Form 1099-DIV
- Farm income and expenses
- Gain from sale of real estate – Form 1099-S, Settlement statement
- Gambling winnings – Form W2G
- Installment sale
- Interest received – Form 1099-INT
- IRA Distributions – Forms 1099-R and 5498
- Partnerships, estates, trusts or S Corps, Schedule K-1
- Rents received, royalty or miscellaneous income – Form 1099-MISC
- Social Security – Form SSA-1099
- Railroad Retirement Benefits – Form RRB-1099
- State/local income tax refunds , unemployment benefits – Form 1099-G
- Wages, salaries, commissions – W-2 forms

○ **Deductions and Credits:**

- ACA Premium Tax Credit – Form 1095-A
- Charitable contributions, cash and non-cash
- If non-cash contributions exceed \$500, need the name and address for each organization donated to, the date of each donation, the amount being claimed as a deduction and a description of what was donated.
- Child and dependent care expenses, name, address and tax ID number of provider
- Interest paid on home mortgage – Form 1098
- Real estate taxes
- IRA, Keogh, SEP, SIMPLE contributions
- Points on refinancing – settlement statement from the closing, length of the loan
- Record of self-employment and/or rental expenses

○ **Estimated payments made in 2019**

- **Bring a list of payments made showing amount paid, date paid and check number issued**

Based on your Data Worksheet answers we may also need:

If you sold a personal residence:

- ✓ You need to bring in a copy of the settlement statement from the sale. If you have purchased another personal residence, you also need to bring in the settlement statement from this purchase.
- ✓ If this is your first sale, you need to bring in a copy of the settlement statement from when your personal residence was originally purchased.
- ✓ If you have sold a personal residence before, prior to 1997, you need to bring in a copy of the tax return from the year of the previous sale.
- ✓ In any case, we need to know how much was spent on permanent home improvements during ownership. Totals are fine. We do not need to see receipts or canceled checks. You should keep these as backup in case of an audit.

If you sold stocks or bonds (NOT US Savings Bonds):

- ✓ You need to bring in Form 1099B (received in January).
- ✓ You also need to bring in the purchase confirmation (received at the time of purchase).

If you sold and/or *exchanged* mutual fund shares:

- ✓ You need to bring in Form 1099B (received in January).
- ✓ If you received a “cost basis statement” from the mutual fund company, bring this in.
- ✓ If not, you need to bring in the year-end statement for each year you were invested in the fund.

If you purchased rental property:

- ✓ You need to bring in a copy of the settlement statement from the purchase.



If you sold rental property:



- ✓ You need to bring in a copy of each year's tax return since you began claiming the rental property on your tax return, and the settlement statement from the sale.
- ✓ You also need to bring in a copy of the settlement statement from the purchase and the total amount spent on permanent improvements during ownership.



If you refinanced and paid points in 2019:



- ✓ You need to bring in a copy of the settlement statement.

CHECKLIST FOR NEXT YEAR'S TAX RETURN PREPARATION APPOINTMENT

Income Records		Income Records	
Alimony received (Pre 2019 Divorce Decrees only)		IRA distributions (Form 1099-R) and (Form 5498)	
Business income and expenses		Miscellaneous income (Form 1099-MISC)	
Dividends received (Form 1099-DIV)		Pension, annuity income (Form 1099-R)	
Farm income and expenses		Profit sharing, 401(k) distributions (Form 1099-R)	
Gain from sale of real estate (Form 1099-S, Settlement Statement)		Rents received and rental expenses	
Gain/Loss from sale of securities (Form 1099-B and trade confirmation from original purchase of securities)		Royalty income (Form 1099-MISC)	
Gambling winnings (Form W-2G)		Social Security and Railroad Retirement (Form SSA-1099, Form RRB-1099)	
Income from partnerships, estates, trusts or S corporations (Schedule K-1)		State/local income tax refunds (Form 1099-G)	
Installment sale income		Unemployment compensation (Form 1099-G)	
Interest received (Form 1099-INT)		Wages, salaries, commissions (Form W-2)	

Deductions for Adjusted Gross Income (AGI)		Deductions for Adjusted Gross Income (AGI)	
Alimony paid (Name and social security number of recipient) Pre 2019 Divorce decrees only		Moving expenses related to your job - Armed Forces on active duty ONLY	
Health insurance paid by a self-employed individual			
Health Savings Account (HSA) contributions		Penalties on early withdrawal of savings (CDs)	
IRA, Keogh, SEP and SIMPLE contributions		Student loan interest (limitations apply) (Form 1098-E)	

Itemized Deductions		Itemized Deductions	
Casualty losses (unreimbursed by insurance) in federally declared disaster areas only to the extent they exceed 10% of AGI		Medical and dental expenses (unreimbursed by insurance) to the extent they exceed 7.5% of AGI through 2018	
Charitable contributions		Points paid (Settlement Statement or Form 1098)	
Gambling losses (not in excess of gambling winnings)		Real estate taxes paid – subject to limitation	
Interest paid on home mortgages (Form 1098) – subject to limitation		State and local income taxes paid/Sales tax paid – subject to limitation	

Credits		Credits	
Adoption expenses (limitations apply)		Education credits (date(s) paid and amount(s) paid for tuition, Form 1098-T)	
Child and dependent care expenses (amount paid, name, address and social security number for each provider)		Foreign taxes paid (Form 1099-INT and/or Form 1099-DIV)	

**Revised:
11/26/2018**