ZNS INC.
TAX & ACCOUNTING

Courtesy of ZNS, Inc.

Tax Preparation Checklist

This is a list of the most common items I will need to finish your tax return.
For data security, blackout any Social Security Numbers. Try to only send copies so you have a set of originals for your records. Please circle current address on any document.

__ Signed Engagement Letter

__ Completed Client Questionnaire & Basic Information Worksheet

__ All W-2's

__ All 1099 forms received confirming income from interest, dividends, retirement, Social security, disability, unemployment, gambling winnings, etc.

__ All income documents of children if those returns need filing

__ Year-end statements of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid

__ Total of charitable contributions, and details of any non cash contributions

__ Copies of all LLC, Partnership or S-Corp K-1's

__ If you bought, sold or refinanced real estate, then a closing statement of each transaction.

__ If you sold any shares of mutual funds and or stocks and basis info is not provided by the broker, detail all activity including original cost and date though sale price and date.

__ If you are claiming auto mileage as a deduction for biz, rental props, or unreimbursed employee expenses, know total, commuting & biz miles.

__ If you lease or are deducting actual expenses, please provide: original value of car, and date of lease, and payments, gas, washes, insurance, maintenance, etc.

__ All documents for formation, sale or purchase of a business during the year

__ All legal documents for divorce decrees

__ Voided check for account where refunds should be direct deposited

__ All filled in worksheets

__ NEW CLIENTS: Please bring copies of 2 prior years of tax returns and depreciation schedules.