

# Tax Appointment Worksheet

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The Tax Appointment Worksheet is a tool to help you gather the needed information for new and returning clients for the 2020 tax year. This year has proved to be one like no other. There may be new documents such as unemployment or the stimulus payment related to COVID-19 that will be needed this year.

	Event	Documents or information needed		Event	Documents or information needed
1	Married, divorced, or separated	<ul style="list-style-type: none"> <li>• Married – prior year return of both spouses</li> <li>• Divorced – finalized date; copy of the divorce decree</li> <li>• Separated – copy of the separate maintenance agreement</li> <li>• Community Property income allocation</li> </ul>	9	Social Security benefits	• Form 1099-SSA
			10	Sale of stocks, bonds, etc. (including mergers)	• Form 1099-B or other sale documents; basis or original costs
2	Alimony (Taxation may have changed)	• Modification of divorce decree after December 31, 2018 – date of modification	11	Purchase of stocks, bonds, etc., personal residence, or other real estate	• Purchase documents; closing papers
	Children – birth or adoption	• Social Security cards and adoption papers	12	Inheritance	• Will, Schedule K-1 from the estate, Basis information
	Adoption credit	• Expenses date and amount, date of adoption, special needs certification		Gifts made	• Cash or property in excess of \$15,000 per person • Description of property given, basis, donee name
	Child tax credit, EIC, HH	• Proof child lives in household, child's name on document	13	Gifts received	Property – Basis of donor
3	Death of child or spouse	• Date of death	14	Like-kind exchange of real property	• Date of trade, property given up and property received, basis and FMV; qualified intermediary sales agreements or closing papers
4	Additional members of household	• Date of occupancy and relationship		Trade-in of personal property (i.e., vehicles, equipment, etc.)	• Date of trade, value received for trade. Cost basis of property given up
5	Job change	<ul style="list-style-type: none"> <li>• Start date</li> <li>• Name of new employer</li> <li>• Form W-2 from new and old employers</li> </ul>		Start or end a small business (Schedule C, LLC, S or C corporation, partnership)	<ul style="list-style-type: none"> <li>• Formation or termination dates</li> <li>• Property contributions or distributions</li> <li>• Schedule K-1s (if applicable)</li> </ul>
6	Unemployment	• Unemployment form: It may need to be downloaded		Business income/expenses	<ul style="list-style-type: none"> <li>• 1099-Ks received when accept credit cards</li> <li>• Inventory numbers if applicable</li> <li>• Mileage information, Categorized expenses, Trade-in info</li> </ul>
7	Retirement contribution	<ul style="list-style-type: none"> <li>• Type of plan</li> <li>• Amount of contribution</li> </ul>			
8	Retirement distributions	<ul style="list-style-type: none"> <li>• Form 1099-R; rollovers</li> <li>• RMD information if 70 ½ or older Deferral of RMD?</li> <li>• Direct Transfer to charity? Yes Amt: _____</li> <li>• Brokerage statement showing transfer</li> </ul>	15	Lawsuit settlements	• Date received; reason for the settlement; 1099-MISC

Event		Documents or information needed	Event		Documents or information needed
<b>16</b>	Rental property	<ul style="list-style-type: none"> <li>Income; expenses; new property purchased; assets sold</li> </ul>	<b>24</b>	Job-related expenses for employees	<ul style="list-style-type: none"> <li>No longer deductible</li> </ul>
<b>17</b>	Prizes	<ul style="list-style-type: none"> <li>Form 1099-MISC; value of prizes not included on Form 1099-MISC</li> </ul>		Business miles (58 cents per mile)	<p>Total miles driven per vehicle: January-December _____</p> <p>Business miles driven per vehicle: January-December _____</p>
<b>18</b>	Lottery or gambling winnings	<ul style="list-style-type: none"> <li>Total amount won whether on W-2G or not; total amount of losses</li> </ul>	<b>25</b>	Educational expenses	<ul style="list-style-type: none"> <li>Form 1098-T for parents or children if the child is a student, the form will come to the child. Actual expense record to verify expenses for credit/deduction purpose.</li> <li>Financial transcript from school needed to show when actual expenses were paid.</li> </ul>
<b>19</b>	Health insurance, medical, dental, or drug expenses	<ul style="list-style-type: none"> <li>Health insurance premiums; post-taxed payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-taxed (i.e. cafeteria plan, Sec. 125, POP), premiums have already been deducted from the wage.</li> <li>Health Savings Account (HSA) information.</li> </ul>		529 Plan contributions/distributions	<ul style="list-style-type: none"> <li>Form 1099Q</li> </ul>
	Medical miles (20 cents per mile)	<ul style="list-style-type: none"> <li>Total medical miles driven during the year _____</li> </ul>	<b>26</b>	Child or disabled spouse care	<ul style="list-style-type: none"> <li>Interest record for student loans; Form 1098-E</li> <li>The name, address, and ID number of the day care provider; the amount paid to the provider; if the provider comes into your home, a W-2 may be required.</li> </ul>
	Health Insurance Coverage (Premium Assistance Credit)	<ul style="list-style-type: none"> <li>Form 1095-A must be received from the marketplace, if insurance is being purchased through the marketplace.</li> </ul>	<b>27</b>	Energy credit	<ul style="list-style-type: none"> <li>Information regarding the purchase of solar or small wind energy property business or residence, furnaces, windows.</li> </ul>
<b>20</b>	State taxes income, property taxes paid; sales tax paid on vehicles, motorcycles, or homes	<ul style="list-style-type: none"> <li>Prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior-filed return</li> </ul>	<b>28</b>	Bankruptcy filing	<ul style="list-style-type: none"> <li>Date filed;</li> <li>Bankruptcy papers - property rejected/returned by court</li> </ul>
<b>21</b>	Home mortgage interest	<ul style="list-style-type: none"> <li>Forms 1098; Description of use of money, Home equity interest no longer allowed.</li> </ul>	<b>29</b>	Debt forgiveness or abandonment of property	<ul style="list-style-type: none"> <li>Form 1099-A for abandonment</li> <li>Date property was taken by the bank or sold in foreclosure</li> <li>Form 1099-C for cancellation</li> </ul>
<b>22</b>	First-time homebuyer	<ul style="list-style-type: none"> <li>Distribution from IRA? Amount: _____</li> </ul>	<b>30</b>	IRS or state communications	<ul style="list-style-type: none"> <li>Letters, additional taxes paid, changes in prior-year returns, Installment agreements or offers in compromise</li> </ul>
	Recapture/repayment 2018 credit	<ul style="list-style-type: none"> <li>Sale or change in use; record of amount repaid - Year 11 of 15</li> </ul>	<b>31</b>	Foreign investments or holdings	<ul style="list-style-type: none"> <li>Any foreign accounts? Total exceed \$10,000 at any time during the year?</li> <li>Foreign business interests or stock of \$50,000 or more?</li> <li>Signature authority over foreign accounts?</li> </ul>
<b>23</b>	Charitable contributions of money, property, or out-of-pocket expenses (\$300 cash for non-itemizers)	<ul style="list-style-type: none"> <li>Date and type of contributions, knowledge that receipts from the organizations have been received; statement regarding whether goods and service were received for donation; mileage log for charitable work</li> <li>Form 1098-C for vehicle or boat donations</li> </ul>	<b>32</b>	COVID-19 Stimulus Payment	<ul style="list-style-type: none"> <li>Amount received</li> </ul>
	Charitable miles (14 cents per mile)	<ul style="list-style-type: none"> <li>Total charitable miles driven</li> </ul>			
	Transfers from IRA to charity for taxpayers over age 70.5	<ul style="list-style-type: none"> <li>Brokerage statement showing transfer</li> <li>Form 1099-R</li> </ul>			