Tax Matters Inc.

(302) 731-4949

Tax Return Preparation Checklist (Tax Year 2009)

Place a "√" next to those items that apply to you

__ **Employee compensation received (Form W-2)**
__ **W-2 employee working in one state while living in, or telecommuting from, another state**
__ **W-2 employee and lived or worked in a locality that has a wage tax (examples: Wilmington earned income tax; Philadelphia city wage tax…)**
__ **Money, goods, or services received from an employer that are not reported on Form W-2 (examples: fixed car allowance; tip income…)**
__ **Mailing address changed**
__ **Occupation changed**
__ **Full-time student for at least five months**
__ **Interest income (Form 1099-INT, Form 1099-OID)**
__ **Dividend income (Form 1099-DIV)**
__ **Marital status changed**
__ **Received or paid alimony**
__ **Dependent(s) have changed from those listed on your last tax return**
__ **Provided support or lived with anyone other than your spouse or your dependent children**
__ **Have a dependent under age 19, or who is age 19 through 23 and is a full-time student, with taxable investment income greater than $1,900**
__ **Social Security benefits received or repaid (Form SSA-1099)**
__ **Gambling winnings (Form W-2G)**
__ **Pension, annuity, or a lump-sum distribution (Form 1099-R)**
__ **Received a pension or annuity payment for service performed for the federal, state, or local government (or any related agency) for service that was not covered by Social Security**

__ **Received a $250 Economic Recovery Payment (should have received $250 in late May, 2009 if you were a recipient of: Social Security benefits; VA disabled veteran benefits; or Railroad Retirement benefits)**
__ **Stock, bond, option… sold, exchanged, or closed out (Form 1099-B)**
__ **Stock, bond, option… that became worthless, or a debt that became uncollectible**
__ **Unemployment compensation (Form 1099-G)**
__ **Real estate tax rebate or refund**
__ **Self-employment revenue or expenses**
__ **Self-employed, and worked or telecommuted out-of-state**
__ **Self-employed, and lived or worked in a locality that has a business-related tax (examples: Wilmington net profits tax; Philadelphia net profits tax…)**
__ **Made an estimated tax payment**
__ **Rental property investment**
__ **Jury duty pay**
__ **Combat pay**
__ **Lawsuit settlement income**
__ **Debt cancellation or forgiveness (Form 1099-C)**
__ **Property abandonment or foreclosure (Form 1099-A)**
__ **Bartering transactions (Form 1099-B)**
__ **Higher education expenses for you or your dependent (Form1098-T)**
__ **Coverdell or 529 education savings program contribution or distribution (Form 1099-Q)**
__ **Student loan interest paid (Form 1098-E)**
__ **IRA, SEP-IRA, or similar retirement plan contribution for 2009 (excluding 401k and 403(b) contributions)**
__ **Withdrew funds from an IRA, 401k, SEP, 403(b), SEP-IRA, SIMPLE or similar retirement-type plan (Form 1099-R)**
__ **Paid taxes or fees after 02/16/09 on the purchase of a new car, SUV, light truck, motorcycle or motor home**
__ **Premature withdrawal penalty (example: cashed in a CD early)**
__ **Dependent care payment (example: paid for child's day care)**
__ **Moving expenses**
__ **Kindergarten through 12th grade teacher, instructor, counselor, principal or aide with non-reimbursed out-of-pocket expenditures**
__ **Adoption expense or finalized an adoption**

__ **Military reserve member away overnight more than 100 miles away from home while in service (examples: a meeting; a drill…)**
__ **Volunteer firefighter or member of the women's auxiliary**
__ **Emergency medical responder or volunteer firefighter and received: a qualified state or local tax benefit; a reduction or rebate of a tax…**
__ **Medical & dental expenses paid in excess of 7.5% of your Adjusted Gross Income (2.0% of AGI for New Jersey purposes). Show long-term care insurance premiums separately.**
__ **Health Savings Account (HSA), Archer Medical Savings Account, or Medicare Advantage MSA contribution or distribution (Form 1099-SA)**
__ **Real estate tax paid**
__ **Personal property tax paid (i.e., tax based on % of value AND assessed annually)**
__ **Sales tax paid in excess of state & local income taxes paid/withheld**
__ **Real estate sold (settlement sheet)**
__ **Real estate purchase (settlement sheet, loan agreement)**
__ **Mortgage interest paid on a residence such as a house, boat, RV, camper, trailer… (Form 1098)**
__ **Mortgage interest paid for a second residence (Form 1098)**
__ **Mortgage payment due in January, 2010 was paid in 2009**
__ **Mortgage insurance premium paid or accrued for a mortgage insurance contract issued after 2006**
__ **Refinanced, or paid off, a mortgage**
__ **Purchased a home after 4/8/08, and received a First-Time Homebuyer Credit or a Long-Time Resident Credit, and the home is no longer your main home**
__ **Donated money to a charity. You must keep a record of the contribution (such as a bank record or a written communication from the charity showing the name of the charitable organization, the date of the contribution, and the amount contributed. Records may include: a canceled check; a bank statement; a credit card statement; or a receipt.**
For contributions made by payroll deduction, you must keep a pay stub, Form W-2, or other document from your employer showing the date and amount contributed, and a pledge card or other document prepared by or for the charity showing the name of the organization. If you contribute $250 or more at a single time, you must obtain a "special acknowledgment" from the charity before your tax return is filed.

__ Donated property to a charity (examples: donation of clothing, furniture, stock…). If you donated a single item (other than publicly-traded stocks or other securities) having a value of $500 or more, or multiple items having a total value of $5,000 or more, an independent appraisal must be attached to your tax return.

__ Performed volunteer work for a charity involving the use of your car or had out-of-pocket volunteer expenses

__ Blind or totally and permanently disabled

__ Had a household employee

__ Placed in service an "alternative motor vehicle" (example: hybrid)

__ Purchased a qualified plug-in electric vehicle after 02/17/09, or converted a vehicle to a plug-in electric drive vehicle that was placed in service after 02/17/09

__ Purchased and installed a qualified energy-efficiency improvement (*excluding* installation costs) in your main <u>home</u>: exterior window or skylight; exterior door; insulation material or system; or a metal or asphalt roof that has appropriate pigmented coatings or cooling granules

__ Purchased and installed qualified residential energy property (*including* installation costs) in your main <u>home</u>: high-efficiency heating or central air conditioning; water heater; heat pump; biomass-burning stove; solar electric system; hot water boiler; geothermal heat pump; wind turbine…

*** Note: a <u>home</u> includes a house, houseboat, mobile home, cooperative apartment, condo, or certain manufactured homes. If you are a member of a condominium management association for a condo that you own or you are a tenant-stockholder in a cooperative housing corporation, you are treated as having paid for your proportionate share of any costs.**

__ Casualty or theft loss in excess of 10% of your Adjusted Gross Income

__ State or local tax refund received (Form 1099-G)

__ Owe past-due taxes as of 12/31/09, or paid past-due taxes in 2009

__ Tax-exempt income (example: municipal bond interest)

__ Other taxable income (examples: royalties; hobbies…)

__ Margin interest paid

__ Owned, acquired, sold, exchanged, or disposed of an investment other than securities (example: land)

__ Schedule K-1 from a partnership, S corporation, estate, trust…

__ Lived in a state that imposes sales taxes, and purchased items normally subject to that state's sales tax on which sales tax was not paid

__ **Miscellaneous itemized deductions that in total exceed 2% of your Adjusted Gross Income:**
- __ **IRA custodial fees**
- __ **Investment counsel or advisory fees**
- __ **Tax return preparation fees, tax prep software, tax return postage…**
- __ **Transportation between two jobs**
- __ **Safe deposit box**
- __ **Job search expenses such as:**
    - __ **Resume preparation and distribution, including copying, stamps, faxing costs, long-distance phone calls, paper…**
    - __ **Non-reimbursed travel expenses to interview for a job, including airfare and lodging expenses for an out-of-town interview**
    - __ **Subscriptions to daily newspapers with classified ads, internet job-search sites and professional magazines and newsletters**
- __ **Non-reimbursed employee business expenses such as:**
    - __ **Union dues, assessments, professional dues**
    - __ **Business privilege or occupation tax**
    - __ **Licenses**
    - __ **Office in home**
    - __ **Publications or magazines**
    - __ **Travel away from your general metropolitan work area**
    - __ **Travel to temporary work location(s)**
    - __ **Tools**
    - __ **Uniform purchase or maintenance**
    - __ **Safety equipment (safety shoes, safety glasses…)**
    - __ **Meals and entertainment**
    - __ **Telephone and/or cell phone**
    - __ **Business liability insurance**
    - __ **Computer or computer supplies**
    - __ **Office equipment (fax machine, copier…)**
    - __ **Travel away from home overnight**
    - __ **Office supplies (toner cartridges, paper, pens…)**
    - __ **Reference books**
    - __ **Education (tuition, fees, books, travel…)**

__ **Adjustment correspondence received from a tax authority**

__ **Designate that some of your state tax refund is to be donated to charity**

- __ **Direct Deposit your income tax return refund. Provide: financial institution name; type of account (checking or savings); Routing Transit Number (RTN); and account number**
- __ **Want to buy U.S. Series I bond(s) with your federal income tax refund**
- __ **Had a loss on the sale or disposition of stock or securities, AND reacquired substantially identical stock or securities within 30 days before or after the date the loss was realized**
- __ **Held a qualified mortgage credit certificate (MCC)**
- __ **Held a tax credit bond (example: a clean renewable energy bond; a qualified school construction bond…)**
- __ **Entitled to a Health Coverage Tax Credit. This credit may be available if you were a Trade Adjustment Assistance (TAA) recipient, alternative TAA recipient; reemployment TAA recipient, or Pension Benefit Guarantee Corporation (PBGC) pension recipient; and you paid health insurance premiums.**
- __ **Held a Private Activity Bond (PAB) issued in 2009**
- __ **Designate on your federal income tax return that $3 is to go to the Presidential Election Campaign Fund**
- __ **Interest in, or a signature or other authority, over a financial account (examples: a bank account, securities account…) in a foreign country**
- __ **Distribution from, or grantor of, or transferor to a foreign account**
- __ **Owned U.S. savings bonds that reached final maturity during 2009 (see http://www.treasurydirect.gov/forms/savpdp0027.pdf for final maturities)**
- __ **Sold an asset, such as real estate, that was previously subject to a loan workout or debt forgiveness modification**
- __ **New client (copies of tax returns filed within the past three years)**
- __ **New client and paid <u>A</u>lternative <u>M</u>inimum <u>T</u>ax (AMT) a for pre-2009 tax year**
- __ **New client and have a loss carryover into 2009 (examples: net capital loss; net operating loss; passive activity loss…)**
- __ **New client and have a gain from a pre-2009 installment sale**