



RC JONES & ASSOCIATES, INC.

YOUR FULL SERVICE ACCOUNTING FIRM

	TAXPAYER	SPOUSE
FILING STATUS		
FIRST NAME		
LAST NAME		
DOB/DOD		
OCCUPATION		
ADDRESS		
ZIP CODE		
BEST TIME TO CONTACT		

DEPENDENTS (Social Security Numbers Are Mandatory)			
NAME (Include last name if different)	SSN	DOB	Relationship

PLEASE INCLUDE THE FOLLOWING:

INCOME SOURCES

- W2's / 1099-INT / 1099-DIV / Schedule K1's
- State Tax Refund Received in Prior Year
- Sales of Stocks / Bonds / Personal Property / Residence
- Social Security and/or Retirement Benefits
- Partnership and/or Trust Income
- Gambling / Lottery Winnings
- Alimony Received
- Rents and Royalties
- Sales of Personal and/or Other Properties
- Unemployment Compensation / Other Compensation

ADJUSTMENTS TO INCOME

- Self-Employment Pension Plans / Health Ins. Premiums
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Alimony-recipient's full Name and SSN

MEDICAL

- Transportation miles and/or lodging and Meal expenses
- Prescriptions out-of-pocket
- Weight loss and/or Stop smoking programs
- Home improvements for medical reasons
- Mental health
- Health / Long Term Care Insurance premiums
- Doctor / Dental / Optical / Chiropractors office fees
- Hearing aids / Glasses / Contacts / Batteries
- Insurance co-pays

TAXES

- State and Local Income tax payments
- Last Year's state return and/or extension payments
- Estimated taxes paid to Federal and State (date & amt)
- Real Estate and Personal Property taxes paid

INTEREST YOU PAID

- Mortgage Interest from form 1098
- 2nd Mortgage / HELOC Interest
- Points or unreported interest paid
- Investment Interest
- Settlement or Closing statements from purchase or refinance

CHARITABLE CONTRIBUTIONS

- Cash Contributions
- Volunteer Uniform Expense
- Volunteer Mileage
- Non-Cash donations

JOB EXPENSES AND MISC. DEDUCTIONS

- Un-reimbursed employee job related expenses
- Uniforms / travel / Union Dues / Job Education
- Safety Deposit Box rent
- Gambling losses
- Professional licenses / Journals
- Tax return preparation fees
- Energy Credit (insulation / windows / doors / siding etc)
- Job-Seeking expenses
- Casualty and Theft losses and reimbursements

CHILD CARE EXPENSES

- Child and dependent care expenses
- Include full name, address, SSN or EIN of provider(s)
- Household employee information (nanny, etc.)
- Amount paid per dependent under age 13

QUALIFIED EDUCATION EXPENSES

- Tuition and fees
- Books / Room & Board if using Education IRA
- Amount of Education IRA monies used
- Scholarships received
- 1098-T from Educational Institution
- Contributions to MO MOST program or other 529 program
- Contributions to Coverdell IRA account

SELF EMPLOYED INFORMATION

- Gross receipts and/or Sales
- Returns and allowances
- COGS
- Direct expenses listed by category
- Fixed asset listing with cost basis and date bought
- Vehicle information including mileage
- Home office expenses
- Employee and/or Contract Labor expenses

This checklist is provided as a guide only and may not be complete for every taxpayer