



Esther N. Phahla, CPA

Certified Public Accountant

Items to Bring

INDIVIDUAL TAX PREPARATION:

- ✓ Last 2 years tax returns for New Clients Only
- ✓ Wage and Tax Statement – Form W-2
- ✓ Interest Income – Form 1099-INT
- ✓ Dividend Income – Form 1099-DIV
- ✓ California Income Tax Refund – Form 1099-G
- ✓ Business Income and expenses for Sole Proprietors
- ✓ Alimony received
- ✓ Stock Sales – Form 1099-B
- ✓ Pension and/or IRA Distributions – Form 1099-R
- ✓ Rental income and expenses
- ✓ Schedule K-1s from S corporations, Partnerships, LLCs and Estates & Trusts
- ✓ Farm income
- ✓ Unemployment income – Form 1099-G
- ✓ Social Security income – Form 1099-SSA
- ✓ Other income – Form 1099-MISC
- ✓ Educator expenses
- ✓ HSA contributions
- ✓ Moving expenses – for a new job 50 miles away from old home
- ✓ Alimony paid (Including the SSN of the Recipient)
- ✓ Student Loan interest
- ✓ IRA contributions
- ✓ Tuition and fees (higher education)-Form 1098-T
- ✓ Medical and Dental expenses – above 7.5% of AGI
- ✓ State and local Taxes
- ✓ Real Estate Taxes paid
- ✓ DMV fees paid
- ✓ Home Mortgage Interest – Form 1098
- ✓ Charitable contributions – cash and noncash (Please provide details)
- ✓ Unreimbursed employee expenses
- ✓ Investment expenses
- ✓ Tax preparation fee – for new clients
- ✓ Safe Deposit
- ✓ Gambling winnings – Form W-2G and gambling losses up to gambling winnings
- ✓ Child day care expenses – Name of Provider, Address, EIN and amount for each child
- ✓ Sale of Home – Form 1099-S
- ✓ Estimated Tax Payments Amount and Date paid
- ✓ Bank Account Number and Routing Number for Direct Deposit of Refund



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BUSINESS TAX PREPARATION:

- ✓ Last 2 years returns for entities (Corporation, LLC etc..) – New Clients Only
- ✓ Balance Sheet, Profit & Loss Statement and General Ledger or Quickbooks File