BROWN & BROWN

Tax◆Accounting◆Bookkeeping

2018 Client Checklist & Tax Information to Provide

New clients: Copy of 2017 tax return ☐

All clients: Copy of Driver's License ☐ Taxpayer ☐ Spouse

New clients and **updates** for returning clients:

Taxpayer Name______________________________ DOB_________ SS#________________ Occupation ______________

Spouse Name______________________________ DOB_________ SS#________________ Occupation ______________

Address ______________________________ Phone____________ Email ______________________________

Dependent #1 Name __________________________ DOB _________ SS#________________ Relationship _____________

Dependent #2 Name __________________________ DOB_________ SS#________________ Relationship _____________

Dependent #3 Name __________________________ DOB_________ SS#________________ Relationship _____________

Direct deposit: Bank name __________________________ Checking ☐ Savings ☐ Other _________________

Routing # (9 digit)_____________ Account # _____________ (Returning client- same as last yr, enter last 4 of acct only)

All clients (please answer Yes or No & support every Yes answer):

Yes	No	**Income Items**
☐	☐	W-2
☐	☐	Interest income- 1099-INT
☐	☐	Dividend income- 1099-DIV
☐	☐	Pension, IRA, Annuity, etc. distributions-1099-R
☐	☐	Rollover retirement or conversion to Roth-1099-R
☐	☐	Social Security income- SSA-1099
☐	☐	Unemployment compensation- 1099-G
☐	☐	2017 Tax Refunds: State, City, or School- 1099-G
☐	☐	Mutual funds or stocks sold- 1099-B
☐	☐	** Business- Income and expenses
☐	☐	** Rental property- Income and expenses
☐	☐	** Farm- Income and expenses
☐	☐	** Mileage summary split by bus., farm, or rental, commuting & personal; make, model & yr.
☐	☐	** Listing of asset purchases or sales for your business, farm or rental property
☐	☐	Partnership- K-1
☐	☐	S-Corp- K-1
☐	☐	Trust/ Estate- K-1
☐	☐	Other: Royalty, Alimony, Frgiven Debt, Rental of personal property, Non W-2 Tips, Prizes/Awards, Jury Duty, Gambling Winnings

** B&B Excel Templates- Increase accuracy & efficiency by summarizing these items on our templates. Download at: http://brownandbrowncpas.com/taxpreparationservices.html

Client Notes:

Yes	No	**Adjustments, Deductions, Credits, & Other Items**
☐	☐	** Estimated Tax payments for 2018
☐	☐	IRA or SEP contributions made for 2018
☐	☐	Roth IRA contributions made for 2018
☐	☐	Self-employed health insurance premium
☐	☐	Student loan interest paid- 1098-E
☐	☐	Teacher unreimb classroom expense ($250 max)
☐	☐	** Medical expenses not paid by insur, HSA, or reimbursement, if significant (>7.5% AGI)
☐	☐	Home mortgage interest- 1098
☐	☐	Real estate taxes paid; list if not on 1098
☐	☐	** Charity- summary of cash, check, credit card
☐	☐	** Charity- fair market value of goods donated
☐	☐	** Home office expenses
☐	☐	Household Employee- Sch H, W-2, taxes paid
☐	☐	HSA contributions- 5498-SA, W2 or summary
☐	☐	HSA distributions (all medical?)- 1099-SA
☐	☐	Child care expenses- list by provider (address and EIN/SS#) and list by child
☐	☐	College tuition and fees- statement from Univ., summary of what was paid/borrowed in 2018
☐	☐	529 contributions/distributions by beneficiary
☐	☐	Refinance or buy a new home- HUD closing State.
☐	☐	Other: Alimony, RMD payments to charity, Long-term care insurance, Solar on home, gambling losses, OH use tax, OH campaign contribution

Health Insurance (mandate penalty applies until 2019)

Yes	No	
☐	☐	Full Yr Coverage- You, spouse & depndnts?***
☐	☐	Marketplace Insurance- Provide 1095-A
☐	☐	Private Insurance- Provide 1095-B
☐	☐	Employer coverage- Provide 1095-C (if available)

*** If coverage was not for everyone or not for entire year, provide a monthly summary by individual & plan. If you qualify for an exemption from coverage requirements provide certificate.

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