Instructions for getting your tax documents to us via: *(cut-off date April 1)

Please send us (or bring to your appointment) your:

☐ **Updated and Signed information sheet**

☐ **2016 Tax File Set up fee of $250. Please include a check or permission to charge your credit card. This setup fee covers our increasingly higher setup, software and security costs for the processing of your 2016 file, and will be a down payment on your tax prep fee.**

☐ **To insure compliance with new IRS identity security requirements, we need a copy of each taxpayers driver's license.**

☐ **Tax Documents - use the planner/organizer to view the documents and information you provided us last year. For new clients, please use the attached checklist for the list of tax documents we need.**

How to Use your Planner and Organizing your Information: The planner includes the detail about the types of income information we collected from you last year (your W2's, 1099's). It also includes pages for you to just write in the updated numbers for tax year 2016, such as total amounts for your deductions, business income/expense, dividends and income, and rental income/expense. You can attach your official tax forms to the appropriate pages of income and deductions in the planner. Please try to help us by organizing and labeling the information you send, and calculate totals when you can.

Visit our web site for spreadsheet tools to help you organize your self employed (sch C), rental property (sch E) and foreign earned income / overseas workers information (form 2555). We've added a 1099 data collection spreadsheet to assist our small business clients.

Scheduling an Appointment: If you'd like to meet with Charles or Christine, please contact us to make an appointment by calling (703) 931-3290 or emailing us at front.desk@cpa-coker.com. For new clients, there is a $300 (Charles) or $200 (Christine) fee for the first meeting – that amount is then applied to the tax return preparation, if applicable. We'll be seeing clients, on the hour, on:

Tuesdays and Thursdays: 10am - 7pm
Saturdays Feb 3- Apr 15: 10am-3pm

Drop Off Instructions: Our office will accept drop-offs between 10am and 5pm Monday thru Friday, or by appointment. There is a mail slot at the bottom of our office door where you can slip through your documents if we're not available and the building is open. Building access hours are 7am to 6pm Mon-Fri.

E-mail In Instructions: Please organize your information into one or two emails if possible, and email to christine@cpa-coker.com. Scan and send us the official tax forms (W2, 1099, 1098, K1, etc.)in a secure method. When you email your documents to us, we will confirm receipt. Please follow up with us if you don't hear from us to insure delivery .

Send In via Mail, Fedex, or UPS: Send your documents safely in a trackable format via the US Postal Service, UPS, Courier, Fed Ex, or any method where the package can be tracked. We will notify you when we receive your package. Please follow up with us if you don't hear from us to insure delivery

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Individual/Personal Income Tax Preparation Documents Checklist

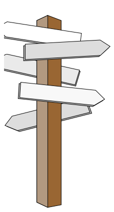
- q All your (and your spouse's) Wage and Tax Statements (W-2)
- q All your 1099 forms that you received from Banks or Investment Firms or other
- q Your employer-issued health insurance forms 1094-B and 1095-C, if applicable
- q If you bought and/or sold real estate, the (HUD-1) Settlement Statements for all
- q Mortgage Interest and points paid (Form 1098)
- q Your Keogh, or IRA contributions for the tax year, and the Dec 31 year-end balance
- q County/ City Personal Property Taxes paid
- q Real Estate Taxes paid
- q Any estimated taxes paid to the IRS or state
- q Residency change - if you moved to/from another state + date of move
- q Social security numbers for everyone (you and your dependents)
- q Your childcare provider's name, address and federal ID, total amount paid
- q Rental property? income and expense information ***(xls tool on our website)***
- q A totaled list of Charitable Donations (separate cash & non-cash items) w/ estimated values
- q Non-reimbursed Business Expenses (ex: continuing education, computer, travel, uniform…)
- q If you sold any stocks, the date you sold them, your proceeds, AND when you acquired the stocks and what their average cost basis was.
- q Major Theft or Casualty Loss
- q Major Medical or Dental Expenses
- q If you worked overseas – see list of info needed below
- q Voided Check (for electronic filing refund account verification)
- q If self employed – Income, expense, assets, loans, home office? ***(xls tool on website)***
- q If we didn't do your taxes last year, please bring a copy of your prior year federal and state tax returns for us to review

Business/Corporate Tax Preparation Documents Checklist

- q Year End Trial balance, Income Statement and Balance Sheet
- q All bank, loan, and credit card statements as of December 31
- q If we didn't do your taxes last year, please provide a complete copy of your prior year return.

Overseas Worker Information Checklist

- q Address of foreign residence where you lived the longest during the calendar year
- q The number of days you were in each country (xls ***tool on our website)***
- q If you were paid by 1099 instead of W2, then please provide your expense information



Need Directions to our office?

- q From 395, Take the Seminary Road exit #6 West
- q Merge onto Seminary Road, moving into the left lane
- q At the 2nd traffic light, make a left turn onto N. Beauregard Street
- q At the 2nd traffic light, Clyde's Restaurant on the corner, turn right into the Mark Center Office complex
- q Take a parking ticket at the gate – and bring it into our office for validation
- q We're in the 1800 building on the right, on the first floor, suite 125 - down the hall to the left as you enter the lobby.

Charles Coker, CPA

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