Charles Coker, CPA

Charles Coker, CPA

Member of:
American Institute of Certified Public Accountants
Virginia Society of Certified Public Accountants

Individual/Personal Income Tax Preparation Documents Checklist

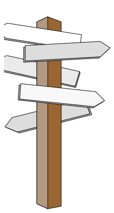
q All your (and your spouse's) Wage and Tax Statements (W-2)
q All your 1099 forms that you received from Banks or Investment Firms or other
q Your employer-issued health insurance forms 1094-B and 1095-C, if applicable
q If you bought and/or sold real estate, the (HUD-1) Settlement Statements for all
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
q Your original or copies of your drivers license or government id

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.

1800 North Beauregard Street, Suite 125 Alexandria, Virginia 22311
Phone: (703) 931-3290 Christine@cpa-coker.com Fax: (703) 931-3690 www.cpa-coker.com

Charles Coker, CPA

Charles Coker, CPA

Member of:
American Institute of Certified Public Accountants
Virginia Society of Certified Public Accountants

1800 North Beauregard Street, Suite 125   Alexandria, Virginia 22311
Phone: (703) 931-3290   Christine@cpa-coker.com   Fax: (703) 931-3690   www.cpa-coker.com