

1-2-3 Checklist

Your name(s): _____

- Yes** **No** Did you make any out of state purchases on which you did not pay sales tax?
- Yes** **No** Were adjustments made **by the IRS or any state** to any prior 3 years' income tax returns?
- Yes** **No** Will your income change significantly in 2016? *Up* *Down*
- Yes** **No** Will your marital status change in 2016?
- Yes** **No** Are you claimed as a dependent by your parents or anyone else?
- Yes** **No** Did you have any new dependents in 2015?
- Yes** **No** Are any of the dependents listed on last year's return no longer your dependents?
- Yes** **No** Did you pay more than half the cost of supporting a parent?
- Yes** **No** Did you receive a distribution from a *qualified employer plan* *Keogh* *IRA* or *529* (**check all that apply**)
- Yes** **No** If yes, did you rollover the distribution to an IRA? Within 60 days?
- Yes** **No** If eligible, would you like to make a contribution to an: *IRA* *Roth IRA* *SEP IRA* *529*
- Yes** **No** Did you convert a traditional IRA to a Roth IRA in 2015?
- Yes** **No** Did you buy/sell any stocks / bonds / mutual funds (not IRA, 401(k), etc.) in 2015?
- Yes** **No** Did you buy/sell your home? If so, provide us with closing statements for purchase and sale.
- Yes** **No** Did you refinance your mortgage or take an equity loan on your 1st or 2nd home?
- Yes** **No** Did you borrow money to make an investment?
- Yes** **No** Did you make any loans that became uncollectible last year?
- Yes** **No** Did you give / receive any gifts of over \$14,000 to any one individual? Transferred / received Real Estate?
- Yes** **No** Has anyone in your immediate family passed away this or last year?
- Yes** **No** Did you form a corporation, LLC, LLP or partnership?
- Yes** **No** Did you have any income from foreign sources, not reported on 1099s? Were any foreign taxes withheld?
- Yes** **No** Did you have foreign bank account or security acct? If yes, which country: _____
- Yes** **No** Did you have foreign bank or security accounts with over **\$10,000** in total at any time during the year?
- Yes** **No** If yes, and you live in United States was it over **\$50,000** (single) or **\$100,000** (married)?
- Yes** **No** Or if you live abroad was it over **\$200,000** (single) or **400,000** (married)?
- Yes** **No** Did you receive a distribution from, or were you the grantor of, or transferor to a foreign trust?

Important information you would like for us to know: _____

Recordkeeping

According to the IRS, you are required to keep records that will enable you to prepare a complete and accurate tax return. Although the law does not require any special form of records, **you must retain all receipts, cancelled checks, bank statements and other evidence** to support amounts claimed as deductions. You must keep your records for as long as their contents may be material in administering any Internal Revenue Law. In most instances, this means 3 years after the date of filing the return.

Please Initial