TAX PREPARATION CHECKLIST FOR TAX YEAR 2009

FEE:

- Per Return (Federal & State): $300
- Each Additional State: $ 50
- Business Return Fee to be determined

WE ACCEPT: Money Order or Cashiers Check payable to:
financial management consultants, llc

REQUIRED INFORMATION:

☐ Name, Address, Dates of Birth, Telephone Numbers
☐ Copy of Driver Licenses (new clients)
☐ Copy of Social Security Cards (new clients)
☐ Dependents: Copy of Social Security Cards & Birth Certificates. Relationship to Taxpayer (new dependents)
☐ If you claim a Dependent on an alternate year basis, provide form #8332 or a signed written statement from alternate parent saying he/she will not claim child as exemption.
☐ (new clients): Filing status for tax year ended 2008

REQUIRED DOCUMENTS:

☐ Copy of Void Check - For Direct Deposit of Refund
☐ W-2 Forms
☐ Unemployment Compensation Form #1099-G
☐ Miscellaneous Income: Form #1099-MISC
☐ Partnership, S-Corp. & Trust Income: Schedule K-1
☐ Pension & Annuities: Form #1099-R
☐ Social Security/RR1 Benefits: Form SSA-1099/ Form #RRB-1099
☐ Interest Income Statements: Form #1099-INT & #1099-OID
☐ Dividend Income Statements: Form #1099-DIV
☐ Retirement Plan Distributions: Form #1099-R
☐ Sale of Stock/Broker Transactions: Form #1099-B
☐ State & Local Income Tax Refunds: Form #1099-G
☐ Mortgage Interest: Form #1098
☐ Sale of Home/Real Estate: Form #1099-S
☐ Purchase: First-Time____Long-Time____/Refinance of Home: HUD-1 & Real Estate Taxes, Equity Line of Credit, Mortgage Insurance Premium 2009.
☐ Rent paid during tax year
☐ Moving Expenses
☐ Rental Property: Provide Address; Type of Dwelling; Amount of Rental Income and Expense Records
☐ Document for Inherited Income
☐ jury duty pay

- ☐ Gambling/Lottery Winnings/Losses
- ☐ Prizes and Awards
- ☐ Alimony Received/Paid -Social Security Number
- ☐ Personal Property Tax: Automobiles, boats, etc.Purchase/Sales Agreement
- ☐ Gifts to Charity/Religious Institutions-checks; receipts; Provide statements from institutions
- ☐ Student Loan Interest Paid
- ☐ Education Expense
- ☐ Scholarships and Fellowships
- ☐ Un-Reimbursed Job Related Expense (Travel, Uniforms, Union Dues, Subscriptions)
- ☐ Job-Hunting expenses
- ☐ Un-Reimbursed Expense related to Volunteer work
- ☐ Un-Reimbursed Medical Expense records, (MSA's, HSA's)
- ☐ Adoption Expense
- ☐ Child/Dependent Care expense & Provider Name, Address & Tax ID#
- ☐ IRA, Keogh & Other Retirement Plan Contributions
- ☐ Records to Document Casualty or Theft Losses
- ☐ Foreign Taxes Paid

SMALL BUSINESS/CONTRACTORS:

<u>Indicate Type of Business:</u>

- ☐ Purchase & Sales Agreement for All Vehicles placed in service
- ☐ Business Income: Form #1099-MISC and/or Own Records
- ☐ Partnership Income: Schedule K-1
- ☐ Business Related Expense/Farm Related Expense: Receipts, Other Documents and Own Records.
- ☐ Employment and Other Business Taxes paid for current year: Payment Records.
- ☐ Commissions paid
- ☐ Estimated taxes paid

*IF DOCUMENTS NOT YET AVAILABLE, PLEASE SUPPLY NUMBERS

<u>DISCLAIMER:</u>

YOU ARE RESPONSIBLE FOR THE INFORMATION PLACED ON YOUR TAX RETURN, INCLUDING ALL INCOME AND DEDUCTIONS. ALL INCOME MUST BE REPORTED AND ALL DEDUCTIONS MUST BE SUBSTANTIATED BY APPROPRIATE RECEIPTS.

JANUARY 1, 2010

Financial Management Consultants, LLC

NOTES:

SIGNATURE____________________________DATE_________________

PRINT NAME____________________________

Financial Management Consultants, LLC

INSTRUCTIONS FOR MAILING YOUR TAX DOCUMENTS :

- **ON THE DATE YOU MAIL YOUR DOCUMENTS PLEASE NOTIFY CUSTOMER SUPPORT AT: (732) 821-4910.**

WE PREFER:

- **Express Mail** (waive signature requirement)
- **Priority Mail** (with delivery confirmation)

MAILING ADDRESS:

FINANCIAL MANAGEMENT CONSULTANTS, LLC
POST OFFICE BOX 7447
NORTH BRUNSWICK, NJ 08902

IF YOU WANT CONFIRMATION THAT OUR OFFICE HAS RECEIVED YOUR PACKET – WE ASK THAT YOU USE THE POSTAL SERVICE TRACKING SYSTEM:

(800)-222-1811, OR GO ONLINE AT: WWW.USPS.COM

REFERRAL INCENTIVE: $25.00 REFERRAL FEE FOR EVERY NEW CLIENT WHO RETAINS OUR SERVICES. FOR DETAILS PLEASE CONTACT CUSTOMER SUPPORT AT (732) 821-4910