

TAX PREPARATION CHECKLIST

FEE:

- PER RETURN (FEDERAL & STATE) : \$300
- EACH ADDITIONAL STATE : \$ 50
- BUSINESS RETURN FEE TO BE DETERMINED

**We Accept: On Line Payment, All Major Credit Cards, Money Order or Cashier
Check payable to: "Financial Management Consultants, LLC"**

REQUIRED INFORMATION:

- NAME, ADDRESS, DATES OF BIRTH, TELEPHONE NUMBERS
- COPY OF DRIVER LICENSES (NEW CLIENTS ONLY)
- COPY OF SOCIAL SECURITY CARDS (NEW CLIENTS ONLY)
- DEPENDENTS: COPY OF SOCIAL SECURITY CARDS & BIRTH CERTIFICATES.
RELATIONSHIP TO TAXPAYER (NEW DEPENDENTS)
- FORM 8832 SHOWING THE CHILD'S CUSTODIAL PARENT IS RELEASING THEIR
RIGHT TO CLAIM A CHILD TO YOU, THE NONCUSTODIAL PARENT.
- NEW CLIENT: TAX RECORDS FOR PREVIOUS YEAR

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/REFINANCE OF HOME: HUD-1 & REAL ESTATE TAXES, EQUITY
LINE OF CREDIT.
- 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 AWARDS, SCHOLARSHIPS, FELLOWSHIPS
- ALIMONY RECEIVED/PAID -SOCIAL SECURITY NUMBER
- PERSONAL PROPERTY TAX: AUTOMOBILES, BOATS, ETC., PURCHASE/SALES AGREEMENT
- RESIDENTIAL ENERGY TAX CREDIT
- CASH AMOUNTS DONATED TO HOUSES OF WORSHIP, SCHOOLS, OTHER CHARITABLE ORGANIZATIONS.
- STUDENT LOAN INTEREST PAID
- EDUCATION EXPENSE
- 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

AFFORDABLE CARE ACT:

- PROOF OF HEALTH INSURANCE COVERAGE FOR ENTIRE YEAR
- ENROLLED THROUGH MARKETPLACE? - FORM 1095-A; 1095-B; 1095-C
- RECEIVED EXEMPTION? - PROVIDE CERTIFICATE

SMALL BUSINESS/CONTRACTORS:

- PURCHASE & SALES AGREEMENT FOR ALL VEHICLES PLACED IN SERVICE
- FORM #1099-MISC AND/OR OWN RECORDS, 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.
- ESTIMATED TAXES PAID, COMMISSIONS PAID

****IF DOCUMENTS NOT YET AVAILABLE, PLEASE SUPPLY NUMBERS**

DISCLAIMER:

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, 2017

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 OR

FREDLWALKER@FREDLWALKER.COM

Please mail your documents via:

Express Mail (waive signature requirement) or Priority Mail

MAILING ADDRESS:

**Financial Management Consultants, LLC
Post Office Box 7447
North Brunswick, NJ 08902**

**TO CONFIRM THAT OUR OFFICE IS IN RECEIPT OF YOUR PACKET PLEASE GO TO:
WWW.USPS.COM AND ENTER YOUR TRACKING NUMBER, OR CALL (800) 222-1811**

REFERRAL INCENTIVE:

\$25.00 REFERRAL FEE FOR EVERY NEW CLIENT YOU REFER TO US WHO RETAINS OUR SERVICES.

FOR DETAILS PLEASE E-MAIL US OR CONTACT CUSTOMER SUPPORT AT (732) 821-4910

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