

WHAT TO BRING FOR TAXES



Please look through this list and bring everything that applies to your situation with you for your appointment. Failure to bring everything with you will delay the preparation of your return.

- **NEW CLIENTS – Please Bring a Copy of last year’s Tax Return.** It has a lot of Information that is needed to accurately prepare this year’s return. Deductions might be hiding there!
- **NEW CLIENTS WITH BUSINESS OR RENTAL PROPERTY, BRING DEPRECIATION SCHEDULES.** These Should Be included in your last year’s tax return, but many tax preparers do not include them. We will absolutely need those to do this year’s return.
- **PICTURE ID** for You & your Spouse (if married & filing together).
- **SOCIAL SECURITY CARDS** (a clear copy is fine) for You, Spouse and Dependents.
- **DATE OF BIRTH** for everyone named on the return.
- **DEPENDENT RELATIONSHIP & RESIDENCY DOCUMENTS. OLD RULE, NEW EMPHASIS!** The IRS requires Residency Documentation for you and your children when the Head of Household Filing Status, Earned Income Credit, Child Tax Credit or American Opportunity Education Credit is claimed. Acceptable Documents for you would be Utility Bills, Mortgage statements, property tax bills, etc. Acceptable Documents for Dependents are 1. 3rd Party generated on their stationery, 2. Have the Child’s name, 3. Have Your address, and, 4. Have a Date in this tax year. Dates on the documents must show a span of More than 6 months. If the child is not Your child, also bring proof of Relationship.
- **HEALTH CARE COVERAGE- Still Required for 2018.** See page 2 for more information.
- **VOIDED CHECK** for Direct Deposit of your Refund.
- **ALL INCOME REPORTING DOCUMENTS-** W-2’s, 1099’s, Social Security 1099’s, 1099-G, W-2G’s Bank Interest 1099’s, 1099-Div, 1099-B, 1099-S, 1099-Q, etc.
- **COLLEGE STUDENTS (including Vo-Tech, etc)—Forms 1098-T for this year, & for Last Year if you are a new client.** Also bring a **STATEMENT OF ACCOUNT** from each school for Every Semester Attended this year, Plus 1st Semester of Next Year. If the student is in the 1st 4 years of post-secondary studies, also provide the amount spent for Books & Required Course Materials. **Do Not Let Students Do Their Own Return. We can often save you \$\$ by allocating items to them.**
- **DEDUCTION SUMMARY & REPORTING DOCUMENTS.** We don’t need all of your receipts, But YOU Do. We do need the IRS reporting forms like Mortgage Interest Statements etc.
- **CONTRIBUTION STATEMENTS.** You can only use cancelled checks for donations of less than \$250 each. **By IRS Mandate, for larger donations you MUST have and Bring an official statement from the Church or Charity. This Statement must have the Name of the Church or Charity, The Date and Amount of Each Donation and a caveat that “No Goods Or Services Were Provided”.**
- **SETTLEMENT STATEMENTS** (HUD-1 from the Title Company) if you bought or sold Real Estate. If you Sold Real Estate, we must have the HUD-1 for both the Buy and the Sale.
- **IRA, HSA, 529 Plan, etc. CONTRIBUTION OR WITHDRAWAL INFORMATION.**
- **INCOME & EXPENSE SUMMARIES FOR BUSINESS, FARM OR RENTAL REAL ESTATE.** (We usually don’t need all of your records, just totals for the year by category—see Deduction Finder for categories). Make a separate Summary for each Business or Property. Visit Our Website to download a Worksheet, Or Call Us to E-mail you one. **More info may be required in certain cases.**
- **MILEAGE LOG.** For each vehicle used for business, Provide Total miles driven during the year, & Business Miles for each Vehicle and Interest Paid if it is financed. If you use Actual Vehicle Expenses, bring those as well. Use the Auto Organizer from our website.
- **ANYTHING ELSE that you think involves your tax return.** We Will Use It If We Can!!
- Organizer Pages are available at www.TheTaxCrusader.com

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My Crusade Is To Keep The IRS Out Of Your Wallet

WHAT TO BRING FOR HEALTH CARE COMPLIANCE

For 2018, Every Person in the United States is Still Required to either Have Qualifying Health Insurance (Minimum Essential Coverage or MEC), or an Exemption from such coverage or pay a Penalty that the government refers to as a “Shared Responsibility Payment”.

Elimination of the Penalty Does Not Happen Until Tax Year 2019!

You are required to have documentation in your records to substantiate that you are Covered, or that you have an Exemption. Acceptable Documentation Includes

- **Form 1095-A, 1095-B or 1095-C. We must have 1095-A if you had Marketplace Insurance.**
- Insurance Cards, Explanation of Benefits disclosures received from your Insurance Agent or Insurer, statements from your Agent or Insurer, W-2 or payroll statements reflecting health insurance deductions
- **If Any Tax Household Member Did Not Have Qualifying Health Coverage (MEC) for some or all of the year, review the list of Exemptions at healthcare.gov/ and bring required documentation.** We will need the Tax Return for Every Household Member required to file one.

Your **TAX HOUSEHOLD** is Everyone living in Your Home that you Claim on Your Return, or that You **COULD** Claim, even if you Choose Not To Do So. For children of divorced or separated parents, the parent claiming the child is responsible for insuring the child. Thus, the parent carrying the insurance will need to share Form 1095 forms with the parent claiming the child.

FOREIGN FINANCIAL ACCOUNTS OR TRUSTS

We are Required to ask you if

1. At any time during the tax year **did you have a Financial Interest in, or Signature Authority over a Financial Account in a Foreign Country** (This includes Bank accounts, Brokerage Accounts, etc)?
2. **If so, what was the Highest Aggregate Amount of ALL such accounts at Any Time during the calendar year?** If this total was More than \$10,000 **YOU are required to file a FBAR** disclosure report. We will need a copy of that report to include required disclosures in your Tax Return.
3. **Did you receive a Distribution from, or were the Grantor of, or Transferor, to a Foreign Trust?**

Penalties for not providing the required Disclosures are \$10,000, if it was not intentional, or the **GREATER** of Half of the Account Balance or \$100,000 if willful.

WHY SHOULD YOU USE A PROFESSIONAL TAX PREPARER?

Our tax preparation services include your Federal Return, State Return, Electronic Filing and return acceptance verification. For returns involving child related Tax Credits and Head of Household status we must look at supporting documents & Certify to the IRS that you have them. We not only consider the items you bring, but also look for clues to discover what might be missing. Don't be surprised if we give you a Homework assignment. We don't follow the “Get em In & Get em Out” mentality of the seasonal tax chains. I'm more concerned that we Get Everything and Get It Done Right, even if it takes a bit longer to do. ***The mystery behind why we ask for various items is that they are the swords that slay the dragon.***

I look for legal ways to improve your results. This includes looking for ways to optimize your State and Federal taxes, which now have even more conflicting rules, to get the best overall results. I also analyze the results so that I can help you to understand Why things turned out the way they did, and what you might be able to do to make your situation better. ***Do not be misled by the MISPERCEPTION OF SIMPLIFICATION.*** Returns with a Business, Rentals, Stock Trades, Capital gains and losses, Health Care Issues, Tax Credits, and other special deductions or situations require special attention. But remember, the more complicated the return, the more likely it is that we will be getting more of the **TAX CUT BENEFITS** for you.

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