

What to bring to Flower City Tax

All taxpayers:

- Signed Engagement Letter, Information
- Update Form & ACA Questionnaire
- Go here: <http://www.flowercitytax.com/forms>
- Form 1095-A from the Health Exchange
- NYS Drivers Licenses or State IDs
- Birthdates & SS numbers for dependents *
- W-2's from all Employers
- W-2G's from Gambling Income
- 1099-MISC for sub-contracting
- 1099-INT or DIV for interest and dividends
- 1099-B for investment accounts/sale of stock
- 1099-A or C for debt cancellation or foreclosure
- 1099-G for Unemployment Benefits
- 1099-R for IRA or Pension distributions
- Purchase records for stock sold in 2017
- Crypto Currency sales or exchange records
- Form SSA for Social Security benefits
- K1 forms from Partnerships, Trusts or S-Corps
- Employee expenses (more than 2% of income)
- STAR Rebates received in 2017 (if itemizing)
- Alimony Paid or Received
- IRA or SEP or Simple Plan Contributions
- Tuition Form 1098-T and Billing Statement
- Student Loan Interest Paid
- Moving Expenses
- Medical Expenses (over 7.5% of income)
- Property Tax Paid
- Mortgage / Equity Loan Interest Paid
- Interest on a boat/cottage/camper
- Sales Tax paid / Auto/Boat/Plane/Camper
- Closing Statements for home purchase/sale
- Charitable Contributions – Cash / Check
- Non-Cash Contribution w/ Fair Market Value
- Daycare or babysitting expenses (w/ provider information, name, address, EIN/SSN)
- Adoption Expenses and Final Decree
- Estimated Tax Payments made
- Copy of last years' return (if not with us)
- Payment for our services.

*** DUE DILIGENCE DOCUMENTS:** Proof of Residency for children under age 17 and students.

DBA and Contractor Income / Expenses (Sch. C)

- Gross Income (w/o sales tax, money actually collected, not just billed)
- Beginning and Ending Inventory
- Inventory Purchases
- Personal Items removed from Inventory
- Business interest earned (1099 forms)
- Accounting expense
- Advertising expense
- Auto expense (mileage or actual costs)
- Bank or credit fees
- Commissions / contractors paid w/ 1099 forms
- Depreciation records and costs of assets added with date, amount and cost.
- Dues and Subscriptions
- Record of any assets sold
- Insurance expense, liability, comp, DBL, bond
- Interest on loans or credit cards used only for business purchases
- Janitorial Expense
- Legal Expenses
- Office Expense
- Permits and Licenses
- Rents Expense
- Repairs/Maintenance
- Supplies Expense
- Taxes Paid
- Utilities Expense
- Wages Paid (incl. payroll records and returns)
- Office in Home % and expenses, if applicable

Rental Property Income / Expenses (Sch. E)

- Income received from all sources, by property
- Advertising
- Administrative Costs
- Travel (mileage)
- Insurance
- Interest
- Taxes
- Repairs and Maintenance
- Utilities
- Water
- Depreciation Records, prior years and current year assets purchased w/ dates and amounts

Please call 585-663-8210 at least 24 hours in advance if you need to reschedule or cancel.
Flower City Tax & Accounting – 31 Erie Canal Dr STE F2 – Rochester NY 14626