



## **Tax 2014 Checklist**

### **What Futurity Capital Needs to Prepare Your 2014 Taxes**

#### **Personal Information**

- Name (you and spouse, if applicable)
- Social security numbers for you, your spouse and each dependent
- Date of Birth (you – spouse & each dependent, if applicable)
- Address
- Phone number(s)
- Email address (you and spouse, if applicable)
- Occupation (you and spouse, if applicable)

#### **2013 tax return(s)**

##### **Income related:**

- W-2s
- 1099s – any consulting or contract (non-W2) income
- Brokerage 1099 statements – year-end summary
- Bank statements showing any interest received on your account during the year – year-end summary
- IRA distributions
- 401(k) distributions
- Pension distributions
- Social security benefits
- Unemployment compensation
- State income tax refund (2013)
- Alimony received or paid
- Rental income statement or record

##### **Expense related:**

- Medical & dental expenses not covered by insurance
- Charitable contributions
- State income taxes paid
- Personal property taxes
- Real estate taxes
- Mortgage payments (interest & points)
- Unreimbursed employee expenses—job travel, union dues, job education
- Safe deposit box fees
- Any estimated taxes paid (dates and amounts paid)
- Child and dependent care expense receipts or invoices (should contain the EIN number for the daycare or social security number of the caregiver)
- Expenses related to rental properties

##### **Adjustment related – please bring all records of:**

- Educator expenses
- Health savings account contributions
- Moving expenses (if move was for work)
- Any self-employment taxes paid
- Contributions to self-employed SEP, SIMPLE or other qualified plans
- Self-employed health insurance payments
- IRA contributions made in 2013 (you have up to April 15<sup>th</sup> to make your IRA contribution)
- Student loan interest statements (1098E)

- Tuition and fees statements (1098T)
- Form 1095A *Health Insurance Marketplace Statement* if you have purchased healthcare insurance on a state exchange

**Self-Employment Expense related:**

- Advertising
- Car and truck expenses
- Contract labor
- Insurance (other than health)
- Travel, meals and entertainment
- Legal and professional services
- Taxes & licenses
- Expenses for business use of your home
  - Rent or lease expense
  - Utilities
  - Computers and equipment
  - Repairs and maintenance
  - Office supplies