

STEP-BY-STEP TAX GUIDE

✓ GATHER relevant tax documents

- W-2's
- Forms 1099:
 - 1099-MISC's if you worked as a freelancer
 - 1099-INT's for interest income
 - 1099-DIV's for dividend income
 - 1099-B's for broker and barter transactions
 - 1099-R's for retirement income
 - 1099-G's for state income tax refunds and unemployment received in 2013
 - 1099-K's if you are a business owner and you sold online or accepted debit/credit cards and Paypal as a form of payment
- K-1's from S-corps, LLCs, LLPs, partnerships, trusts, estates
- Form 1098's from your mortgage company that shows mortgage interest and property taxes paid

✓ ACCOUNT for income not reported on Forms W-2, 1099, and K-1:

- If self-employed, gather all your invoices and receipts for cash income
- Hobby income
- Gambling and prize income
- Tips
- Alimony
- Judgments from lawsuits
- Rental income

✓ PREPARE detailed records for expense items:

- Childcare expenses
- Educational expenses
- Rental expenses, if renting apartment/house/office for profit
- Federal, state, local estimated tax payments made in 2013 with copies of cancelled checks or online payment confirmations
- If self-employed:
 - Go over your business bank and credit card statements, receipts of cash expenses, glance through your personal bank statements to make sure that all business expenses are captured.
 - List all your business expenses by category, including business mileage and new assets purchased (*get in touch with me if you want a template spreadsheet*)
 - Do not forget about home office deduction – if you are working from home and use part of your residence exclusively for business, prepare apartment plan or take pictures, have total square footage of the apartment and square footage used exclusively for business, total amount of rent, utilities and other expenses paid in 2013

✓ If itemizing deductions, HAVE detailed records/receipts of:

- Charitable donations
- Unreimbursed employee expenses
- Tax preparation fees, safe deposit box fees, investment fees
- Medical expenses not reimbursed by insurance
- Real estate taxes and mortgage interest

✓ HAVE 2012 income business and personal income tax returns handy

▼ START NOW

▼ FILL OUT TAX ORGANIZER

▼ TAKE NOTES

**See your CPA and
e-file 2013 tax returns**



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Questions? CONTACT US!

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