

2018 Checklist for Tax Savings, Planning and Compliance

On December 31st were you or your spouse over 59 1/2 _____, over 64 _____, over 70 1/2 _____?

Please place a checkmark beside any item on this list IF that item does or may pertain to you.

- _____ Address change since last year? Current email: _____
- _____ Any correspondence from the IRS, Georgia or another state about income tax issues?
- _____ Alimony paid or received?
- _____ Application for federal student aid? Need any help in completing the form?
- _____ Auto: Trade in, buy, sell, or lease an automobile or other vehicle?
- _____ Auto: 53.5 cents/mile Use in work or business _____? If so, Own _____? Lease _____?
- _____ Auto: Drive a company owned vehicle _____?
- _____ Auto: Bought an Electric, LPG, or methanol vehicle _____ ?
- _____ Bad debts from family, friend, or business? _____
- _____ Business asset purchases? What? when _____? How much? _____ New or used? _____
- _____ Casualty loss? Property damage by fire, storm, theft, or automobile accident.
- _____ Charitable contributions. Non-cash gifts of land, buildings, personal items?
- _____ Charitable automobile mileage? _____ 14 cents/mile _____.
- _____ Child adoption expenses in 2018? Adoption finalized? _____
- _____ Child Tax Credit: Any children under age 17?
- _____ Children under age 18 with interest, dividend, or capital gain over \$2,100?
- _____ Childcare costs for children or foster children while you work?
- _____ Classroom expenses if you are a qualified teacher, instructor, counselor, principal, or aide?
- _____ College costs for kids? _____ for spouse? _____ for yourself? _____
- _____ Other dependent-care costs for parents, other relatives, non-relatives? Share with relatives?
- _____ Capital (money, inventory, equipment or other property) put into a business?
- _____ Carry-overs: Are you aware of any carry-overs from a prior year, such as unused losses?
- _____ Combat pay received in 2018? _____
- _____ Copyrights? _____ Music? _____ Books? _____ that produce income.
- _____ Dividends received? Buy or sell the related stock in 2018? Any missing 1099s _____
- _____ Education expenses that help you on your job? Did the employer pay the costs? _____
- _____ Education: Scholarship or Grant? Freshman/sophomore ___? Junior/senior ___? Other ___?
- _____ Electronic filing issues? We electronically file Federal and State unless you object! _____
- _____ Employment agency fees? Association or union dues? Job seeking costs?
- _____ Employment or payment to a "nanny" or "maid" or other domestic help in year 2018?
- _____ Entertainment and meal expenses related to business? Reimbursed by employer? _____
- _____ Energy efficient home improvements? _____
- _____ Foreign source income or expenses. Usually mutual fund dividends. Any foreign wages?
- _____ Foreign accounts, cash or loan transactions? Foreign partnership activity?
- _____ Fringe benefits on your W-2? Child/dependent care? _____ 401(k) or 403(b) _____ Other? _____
- _____ Gain or loss from something sold in 2018? Stock, bond, fund, real estate, other property?
- _____ Gifts of more than \$14,000 to any one person in year 2018?

- _____ Georgia: Do you have income, expenses or hold property in states other than Georgia?
- _____ Georgia: Were you a resident of another state in 2018? Residency dates? _____ State? _____
- _____ Georgia: tax credits for disabled person, caregiver expense, driver education, etc.?
- _____ Gulf zone expenses or improvements?
- _____ Health Insurance?
- _____ Home: Purchase or sale in 2018? Principal residence or vacation home?
- _____ Home: Mortgage? Home Equity Loan? Refinancing? Repossession?
- _____ Home: Office or business in the home?
- _____ Incentive or other stock options? Stock purchase plan at work?
- _____ Income and expense from a hobby? (Dog breeding, horses, sewing, photography, etc.?)
- _____ Increase or decrease in dependents in 2018? (Birth, adoption, finish college?)
- _____ Insurance proceeds received. Life or casualty insurance. Policy loans? Policy switch?
- _____ Interest received from banks, S&L, CDs, Federal Bonds, other. Any 1099s missing? _____
- _____ Interest tax exempt received, such as state or municipal bonds. Any 1099s missing? _____
- _____ Interest collected: Installment notes receivable? Does someone owe you money? _____
- _____ Interest paid on financed investments? Margin loan? _____ Mortgages shared with others?
- _____ Interest paid on a student loan? Give details about the loan and the repayment obligations.
- _____ IRA: Did you put or want to put money in an IRA? IRA Distribution?
- _____ IRA: Roth IRA, conversion from a traditional IRA in 2018 _____? In a prior year _____?
- _____ IRA: Education IRA for a child
- _____ Inventories? Do you buy and sell merchandise?
- _____ Investors: Buy or sell stocks, bonds, mutual funds? We'll need the broker's Form 1099B and 2018 year-end statement with its summary of gains and losses.
- _____ Investors: Any short sales, options, puts or calls, sale against the box?
- _____ Investors: Any transactions not on the Broker's Form 1099B? _____
- _____ Investors: Partnerships? S-Corporations? LLCs? Provide K-1s. Any K-1s missing? _____
- _____ Investors: Any worthless stocks, bonds or other securities?
- _____ Joint ownership of real estate, personal property, investments?
- _____ Legal expenses: Investment counsel expenses?
- _____ Livestock, farming, timber, mining and minerals, coal, oil, or gas?
- _____ Marital status changes: Marriage, divorce, separation, death? Any pending changes?
- _____ Medical expenses not reimbursed by insurance?
- _____ Medical mileage? 17 cents a mile _____.
- _____ Medical insurance premiums that you pay. Do you have a high deductible policy?
- _____ Medical or Health Savings Account? MSA _____? HSA _____?
- _____ Minister/Clergy? Housing allowance? _____ Parsonage? _____.
- _____ Mortgages, foreclosures? Was any debt you owe someone forgiven? 1099C? _____
- _____ Moving expenses: Change in your job location? How far did you move? _____ 17 cents/mile _____.
- _____ Pension, profit sharing, other retirement plans. Contributions? Distributions?
- _____ Rate of interest below normal on a loan to or from someone.
- _____ Real estate: Buy, sell, subdivide, or transfer?
- _____ Real estate: Do you own rental property? _____
- _____ Real estate: Do you rent a portion of your home? _____ Do you share with a roommate? _____

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- Related taxpayer transaction: Buy, sell, exchange with a relative?
- Royalties paid or received: Any patents, copyrights, franchises, or inventions?
- Sales Tax paid on "big ticket" items, such as an auto, or major home improvements?
- Social Security benefits? Do you also have a W-2 or other Earned Income?
- State tax refunds received or applied in 2018? (1099-G).
- Tax Credits: Low Income Housing? Mortgage Credit Certificates? Stock Options? Clean Fuel or Electric car?
- Taxes paid on real estate: Home? Other?
- Taxes paid on vehicles (A copy of your 2018 tag receipt is most helpful.)
- Tax Refund: Do you want direct deposit to your checking account? Attach a VOIDED copy of check.
- Travel and meals for business: Does your employer reimburse any costs?
- Trust beneficiary: Income or assets received from estate or trust?
- Trust usage: Are you giving or thinking of giving property to charity, children, etc.?
- Unemployment compensation or disability benefits received in 2018?
- Vacation home or second residence.
- Year 2018 tax and 2019 estimated tax payments:
 - Do you expect significant changes in income?
 - Do you expect significant changes in withholding of taxes?
 - Should estimated tax payments be made in 2019?

Other questions or comments: _____

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