

Get ready for Tax Time!

2015 Federal and State tax returns can be filed electronically beginning January 19, 2016. But you or your accountant can't file those returns until you have all your information gathered so that those taxes can be properly filed.

- You need the following documents before you can get that return filed!
 - **Copy of Last Year's Tax Return**
 - **End-of-year paystub(s)** for both you and spouse
 - **Social Security Numbers** for You and Your Spouse
 - Educational Expenses for You and Your Spouse
 - **Dependents' Names, Years of Birth, and Social Security Numbers** (you may also need proof of the dependent's relationship to you – birth certificate or adoption papers, evidence of support and evidence that the dependent lived with you)
 - Dependents' Post High School Educational Expenses
 - **Child Care Expenses for each Dependent**
 - Prior Year Adjusted Gross Income (AGI) & Personal Identification Number (PIN)
 - **Bank Routing Number** (For direct deposit/debit purposes)
 - **Bank Account Number** (For direct deposit/debit purposes)
- Taxable Income must be reported and the following forms and information must be received and gathered together:
 - **W-2 Form(s)** for Wages, Salaries, and Tips

- Interest Income Statements: **Form 1099-INT & 1099-OID**
- Dividend Income Statements: **Form 1099-DIV**
- Sales of Stock, Land, etc. for Capital Gains: **Form 1099-B**
- Sales of Real Estate: **Form 1099-S** and **Form HUD-1**
- State Tax Refunds: **Form 1099-G**
- Alimony Received or Paid
- Unemployment Compensation Received
- Miscellaneous Income (including payments made to your business): **Form 1099-MISC**
- Retirement Income may or may not be subject to full taxation, and you will need the following information:
 - Retirement Income: **Form 1099-R**
 - Social Security Income and Railroad Retirement Income: **Form SSA-1099**
- Business Income less any business expenses must be reported so the following information needs to be gathered:
 - Business Income and Expenses
 - Rental Income and Expenses
 - Farm Income and Expenses
 - **Form K-1** and **Form NJ K-1** Income from Partnerships, Trusts, and S-

Corporations

- Tax Deductible Miles Traveled for Business Purposes

- Tax Credits are available on both Federal and State tax returns and your accountant will need evidence of how you qualify for these such as:
 - Child Care Provider Address, I.D. Number and Amounts Paid

 - Adoption Expense Information

 - Foreign Taxes paid

 - First Time Home Buyer Tax Credit

- Many personal expenses and tax deductions may be claimed so the following information should be compiled to maximize those benefits, such as:
 - Medical Expenses for the Family

 - Medical Insurance Paid

 - Prescription Medicines and Drugs

 - Doctor and Dentist Payments

 - Hospital and Nurse Payments

 - Tax Deductible Miles Traveled for Medical Purposes

 - Home Mortgage Interest from **Form 1098**

 - Home Second Mortgage Interest Paid

- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if claiming itemized deductions)Personal Property Taxes Paid
- Charitable Cash Contributions
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Tax Deductible Mileage for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses
- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses

- Last Year's Tax Preparation Fee

- Some folks, such as business persons, independent contractors or retirees may make estimated tax payments. If you do, you need to organize the following documents:
 - Estimated Tax Payments Made with ES Vouchers

 - Last Year's Tax Return Overpayment Applied to This Year

 - Off Highway Fuel Taxes Paid

If you use this checklist to get organized and remember to bring all forms and information with you to share with your accountant so he or she can properly prepare your returns, you will ensure that you pay no more taxes than you have to and get the biggest refund allowed by law.