



## "Memory Jogger" Tax List

### INCOME

- Wages (W-2 forms)
- Contract Labor (1099-MISC)
- Interest Earned (1099-INT)
- Dividends Earned (1099-DIV)
- Alimony Received
- Lump Sum Distribution from Pension
- Pension Income (1099-R)
- Prizes, Awards, and Bonuses
- Jury Duty, Fees, Commissions
- Barter Income
- Unemployment Compensation
- Social Security Income
- Capital Gains or Losses (Stock Sales, 1099-B)
- Business Income
- Rental Income
- Partnership and/or S Corporation Income (K-1's)
- State Tax Refunds
- Tax Exempt Interest
- Other Income (Tips, Farm, Gambling, Trust)

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#### Specializing In:

- Income Tax Returns
- Audit Representation
- IRS Crisis Cases
- Financial Consulting
- Payroll Service Bureau
- Bookkeeping

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**Effective January 1, 2014, unless otherwise exempt, all U.S. citizens, their dependents, and other legal residents are required to have minimum essential health insurance coverage or pay a penalty. Be prepared to show your coverage for the entire year.**

## Tax Deductions and Expenses

### A. Medical

- (must be greater than 10% of AGI)
- Health and Dental Insurance
- Prescription Drugs and Insulin
- Hospital and Ambulance Charges
- Doctor and Nurse Charges
- Lab Tests and X-Rays
- Medical Equipment and Improvements
- Glasses, Dentures and Hearing Aid
- Mileage, Transportation, Lodging
- Special Schools, Learning Disabilities
- Handicap Schools
- Nursing and Domestic Care
- Insurance Reimbursement
- Other

### D. Contribution

- Church Tithes and Offerings (Receipt Statements)
- Other Cash Contributions
- Non-Cash Contributions (Need detail lists and receipts)
- Personal Expenses for Charity
  - Mileage
  - Meals
  - Lodging
  - Supplies
- Foster Parent Expenses
- Uniforms for Charitable Work
- Property Donated (FMV and Appraisal Stmt. and Fees if Value Exceeds \$5000)
- Other

### B. Taxes

- State and City Income Taxes
- Real Estate
- Ad Valorem Tax (Auto, Trailer, Boat)
- State Transfer Tax
- Intangible Tax
- Personal Property Tax
- Other

### E. Casualty & Theft Losses

- (must be greater than 10% of AGI and be reported)
- Car Accident
- Storm Damage
- Fire or Flood Damage
- Theft
- Insurance Reimbursement
- Police or Insurance Report
- Appraisal Fees

### C. Interest

- Home Mortgage (1st) and (2nd)
- Business Loans
- Auto and Boat Loans (Business)
- Credit Cards and Charge Accounts (Business)
- Points Paid to Acquire or Refinance Home
- Lines of Credit and Home Equity Loans
- Investment Interest
- Other (Business Interest)

### F. Miscellaneous Expenses

- (must be greater than 2% of AGI)
- Employment Agency Fees
- Job Hunting (\$ and Miles), Resume
- Professional Fees, Dues and Subscriptions
- Tools and Supplies
- Uniforms & Special Shoes
- Union Dues and Union Expense
- Tax Counselling, Preparation, & Audit Rep.
- Investment Miles & Investment Travel
- Investment Publications & Books
- Safe Deposit Box & Custodial Fees
- Military Reservist Expenses
- Gambling Losses (extent of winnings)
- Expenses for Production & Collection of Income
- Business Education Expenses
- Business Home Office (see back page)
- Other

## **G. Rental Property Expenses**

Advertising  
Auto & Travel (Miles)  
Cleaning & Gardening  
Commissions  
Furniture & Fixtures  
Insurance  
Interest  
Management & Association Fees  
Repairs & Maintenance  
Supplies  
Taxes  
Telephone  
Trash  
Utilities  
Capital Improvements and Equipment  
Legal & Professional Fees  
Bank Charges  
Rental Publications & Books  
Rental Seminars & Courses  
Office Expenses  
Mortgage Refinance (Closing Costs)  
Other

## **H. Moving Expenses**

Packing Expense & Supplies  
Professional Movers or Truck Rental  
Travel Expenses (Air fare or Miles)  
Sale of Former Home (Closing Statement)  
Purchase of New Home (Closing Statement)  
Detail of Reimbursement (Form 4782)  
Other

## **I. Other Exp. & Tax Advantages**

Penalty on Early Withdrawal of Savings  
Alimony Paid  
IRA, KEOGH, & SEP Contributions  
Child Care Expenses

## **J. Business Supplies & Expenses**

Stationary & Supplies  
Postage & Freight  
Professional Dues & Subscriptions  
Business Cards  
Office Equipment and Furniture  
Telephone & Telegraph  
Answering Machine or Answering Service  
Home Phone (Long Distance)  
Business Education Expense  
Legal & Professional Fees  
Credit Card Fees  
Interest (Business Loans)  
Insurance  
Contributions  
Advertising  
Office Rent & Utilities  
License  
Contractor Fees or Wages  
Other

## **Other Notes:**

- O. If you purchased or sold real estate, business or personal property, or an automobile please have the following items together:  
(I.) All Closing Statements of the real estate transactions, (II.) Purchase invoice on automobiles and business or personal property, (III.) Sales invoice on automobiles, business or personal property, (IV.) All the improvements to any property.
- P. Form 8332 - Release of Claim of Exemption for child of Divorced or Separated Parents is to be completed by the parent with custody, given to parent claiming the deduction if the divorce occurred after 1984.

## **K. Business Auto Expense**

(Need Mileage Log)

Gasoline  
Oil & Lube  
Repairs & Maintenance  
Washing & Waxing  
Insurance  
License & Tags  
Parking & Tolls  
Garage Rent  
Tires & Tubes  
Interest or Lease  
Accessories  
Auto Clubs  
Other  
Mileage (total for the year)  
Mileage (total for business)  
Year End Odometer Reading  
FMV of Lease Car at Lease Date  
Reimbursements Received

## **L. Business Travel Expense**

Fares (plane, taxi, bus, train)  
Lodging  
Meals & Tips  
Auto Rental  
Travel Equipment  
Reimbursements Received  
Other

## **M. Business Entertainment**

Meals & Drinks  
Tickets for Events  
Cards  
Commissions & Finder's Fees  
Gifts (\$25 limit per person per year)  
Club Dues  
Other

## **N. Business Home Office**

(can only be used up to amount of profit of business)

Cost of Home  
Home Improvements  
Maintenance  
Utilities  
Insurance  
Repairs  
Taxes  
Interest  
Telephone (Business Line)  
Rent  
Security System  
Landscaping  
Other