

Tax Appointment Worksheet

By Mary Mellem, EA

The Tax Appointment Worksheet is a tool to help you gather the needed information for new and returning clients for the 2010 tax year. This year's worksheet has been enhanced to reflect the changes in tax law. The mileage numbers have also changed.

The worksheet includes a section for bankruptcy filing, debt forgiveness, and repossessions. The First Time Homebuyer Credit must be recorded for 2010 as well as 2008–2009 to ensure that any recapture is handled in the future, if necessary. The Energy

Credit is also a factor for 2010. The inheritance of property due to a 2010 death may require additional information including the basis of the property in the hands of the decedent. The more information that can be gathered, the more effective the tax appointment will be.

	EVENT	DOCUMENTS OR INFORMATION NEEDED
1	Married, divorced, or separated in 2010	<ul style="list-style-type: none"> Married – prior year return of both spouses Divorced – finalized date; copy of the divorce decree Separated – copy of the separate maintenance agreement Community property income allocation
2	Birth or adoption	<ul style="list-style-type: none"> Social Security cards and adoption papers
3	Death of child or spouse	<ul style="list-style-type: none"> Date of death –
4	Additional members of household	<ul style="list-style-type: none"> Date of occupancy and relationship –
5	Job change	<ul style="list-style-type: none"> Start date – Name of new employer – W-2s from new and old employers
6	Unemployment	<ul style="list-style-type: none"> Unemployment form
7	Retirement contribution	<ul style="list-style-type: none"> Type of plan – Amount of contribution –
8	Retirement distributions	<ul style="list-style-type: none"> Form 1099-R
9	Social Security benefits	<ul style="list-style-type: none"> Form 1099-SSA

10	Sale of stocks, bonds, etc.	<ul style="list-style-type: none"> Form 1099-B or other sale documents; basis or original costs
11	Purchase of stocks, bonds, etc., personal residence, or other real estate	<ul style="list-style-type: none"> Purchase documents; closing papers
12	Inheritance	<ul style="list-style-type: none"> Will; K-1 from the estate Decedent's basis of property if death occurred in 2010
13	Trade any property	<ul style="list-style-type: none"> Date of trade, property given up and property received, basis and FMV; Qualified intermediary sales agreements or closing papers
14	Start or end a small business	<ul style="list-style-type: none"> Formation or termination dates; Property contributions or distributions
15	Lawsuit settlements	<ul style="list-style-type: none"> Date received; reason for the settlement; 1099-MISC
16	Rental property	<ul style="list-style-type: none"> Income; expenses; new property purchased
17	Prizes	<ul style="list-style-type: none"> Form 1099-MISC; value of prizes not included on Form 1099-MISC
18	Lottery or gambling winnings	<ul style="list-style-type: none"> Total amount won whether on W-2G or not; Total amount of losses

19	Health insurance, medical, dental, or drug expenses	<ul style="list-style-type: none"> Health insurance premiums; post-taxed payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-taxed (i.e. cafeteria plan, Sec. 125, POP), premiums have already been deducted from the wage.
	Medical miles (16 cents per mile)	<ul style="list-style-type: none"> Total miles driven –
	Medicare recipients	<ul style="list-style-type: none"> One time donut hole payment \$250
20	State taxes income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes	<ul style="list-style-type: none"> Prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior filed return
21	Refinance a home	<ul style="list-style-type: none"> Closing papers with amount borrowed Forms 1098; description of use of money
22	First-Time Homebuyer Credit	<ul style="list-style-type: none"> Binding contracts by 4/30/2010 – closing 9/30/2010 HUD-1 or similar statement; new address on check stub, mortgage statement, insurance
	Recapture of credit	<ul style="list-style-type: none"> Sale or change of use from principal residence Closing papers if sold
23	Charitable contributions of money, property, or out-of-pocket expenses	<ul style="list-style-type: none"> Date and type of contributions, knowledge that receipts from the organizations have been received; mileage log for charitable work
	Charitable miles (14 cents per mile)	<ul style="list-style-type: none"> Total miles driven –
	Transfer of IRA to charity	<ul style="list-style-type: none"> Brokerage statement showing transfer

24	Job-related expenses	<ul style="list-style-type: none"> Meals, lodging, and miscellaneous expense amounts for items related to employment
	Business miles (50 cents per mile)	<ul style="list-style-type: none"> Total miles driven, business miles driven per vehicle –
25	Educational or student loan interest expenses	<ul style="list-style-type: none"> Form 1098-T for parents or children; interest record for student loans; if the child is a student, the form will come to the child. Actual expense record to verify expenses for credit/deduction purpose
26	Child or disabled spouse care	<ul style="list-style-type: none"> The name, address, and ID number of the day care provider; the amount paid to the provider; if the provider comes into your home, a W-2 may be required.
27	Energy credit	<ul style="list-style-type: none"> Information regarding the purchase of qualifying vehicle, windows, doors, furnace, solar, or other energy upgrades. Amount claimed in 2009
28	Bankruptcy filing	<ul style="list-style-type: none"> Date filed – Bankruptcy papers to show property rejected/returned by court
29	Debt forgiveness or abandonment of property	<ul style="list-style-type: none"> Form 1099-A for abandonment Date property was taken by the bank or sold in foreclosure Form 1099-C for cancellation

