

Andrew J. Mark, CPA PLLC

While every individual return is different the following are the most common items necessary for your appointment:

Employees:

- All forms W2--should have one from each employer you worked for during 2019

Itemizers (Under the new tax law many don't need these--contact us with any questions.)

- Medical and dental expenses paid and not reimbursed by insurance or flex plans
- Mortgage statement showing interest and taxes paid (Form 1098)
- Home closing statements if you purchased and/or sold a home during 2019
- Auto registrations paid during the year
- List of cash contributions to charities including religious institutions
- List of non-cash contributions (Goodwill, Salvation Army, etc.)

Parents:

- Social security card for any children born in 2019
- Child care expenses
- Name, Address and Tax ID of your child care providers if they are new this year
- College tuition expenses

Savers and Investors:

- Interest (1099INT) and Dividend (1099DIV) statements from banks and brokerages
- All K1s for businesses and investments owned
- List of any sales of bonds or stocks during the year (1099B)
- Amount paid for any stocks or bonds that were sold during the year

Business Owners

- Total gross income for 2019 (bring any 1099s received)
- List of business expenses summarized by category

Please note if your business has numerous transactions please request the separate business spreadsheet if you do not have your own accounting system.

New Personal Tax Clients:

- Previous year tax return if we do not already have on file
- A voided check if you want your refund directly deposited into your bank account

Other miscellaneous items:

- All retirement funds taken or distributed usually included on 1099R forms
- Student loan interest paid
- Amount of any contributions to a 529 College Savings Account
- Unemployment compensation received
- Teachers of grades K-12 should have all receipts for classroom supplies.

Please keep in mind these are just common items. If you have something not covered by this list or have any questions about your specific situation please contact me at (480) 991-2820 or andrew@ajmarkcpa.com.

Required Questions for 2019 Tax Preparation	(Y/N)	Comments
Are there any changes to your address, filing status or dependents. If yes please provide details?		
Did you receive income from more than one state? States _____		
Do you have any foreign bank, brokerage accounts or virtual currency that you own or have signing authority over?		
Did you purchase, sell, or refinance any loans? If yes please attach statements.		
Have you ever taken money out of your home through a refinance or an equity loan that you did not use to improve the home? If yes please provide details.		
Did you receive any other income such as prizes, awards, gambling winnings, unemployment, combat pay, jury duty or alimony?		
Did you make any changes to retirement accounts other than contributions through work?		
Did you or will you receive a Schedule K-1 from a Partnership, S Corporation or Trust?		
Did anyone listed on this return have any tuition expenses that are required to attend a college, university, or vocational school? If so please attach the schools form 1098-T and a payment listing.		
Did you contribute to a 529 College Savings Account? If yes please enter amount \$_____.		
Did you make or will you make any Arizona tax credit donations for the 2019 tax year. If so please bring or attach the individual receipts for each charity or school.		
Did you make gifts to any one person that exceeded \$15,000 during the year?		
Do you have a health savings account? If yes please attach the 1099SA and 5498SA showing the activity.		
If you receive a refund do you want the money direct deposited? If we do not have a voided check on file or if you have changed your account please send or bring a voided check.		
If you owe tax do you want your account debited automatically? If we do not have a voided check on file or if you have changed your account please bring/send a voided check. If you do not have your account debited you will need to mail a check or pay online on your own.		
Did you receive any notices from either the Internal Revenue Service or a State taxing agency that we have not previously discussed? If yes, please attach.		
May the IRS discuss your tax return with me for the balance of the year?		
How would you like to receive your completed return.		
_____ Mail _____ Pickup _____ DocuSign (E-Signature)		