Overland Consulting
In-Home Tax Services

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Information to Collect for Your Personal Tax Return

Below is a list of general things to gather for your taxes. Obviously, not everyone of these will apply to you, but perhaps this list will make you think of other things you may want to ask about:

- W-2s from your employers
- 1099-MISC (forms for self-employment income, for example)
- 1099-INT (interest) and 1099-DIV (dividends) forms for any interest/dividends you earned
- 1099-B forms showing brokerage trades in stocks and bonds; please have the purchase information -- date purchased & cost -- as well
- 1099-R forms if you withdrew from or rolled over any retirement accounts (IRA, 401(k) 403(b), Roth, etc.)
- 1099-G forms from Unemployment income or prior year state income tax refunds
- K-1 forms for income from a partnership, small business, or trust
- Written documents for additional income not reported on a W-2 or 1099 form, such as other self-employment income, rental income, etc. This could be a spreadsheet, bank statements, or other written evidence.
- Written documents for business expenses (again on a spreadsheet or other document). Ideally, you'll provide those expenses to us in summary format, totaled by category (e.g., advertising: $150, phone: $495, postage: $33.44, office supplies: $117.50, etc.). Please list business assets (computer, equipment, furniture, appliances tools, other durable goods) you purchased during the year separately, indicating the cost for each item, and the date you placed the item into service in your business. If you have the detailed listing of your expenses in a spreadsheet or other electronic document format, please email the electronic copy to us at team@OverlandTax.com to make it easier for us to sort and total the data accurately
- Have canceled checks, receipts, or spreadsheets for any tax-related expenses. This may include contributions to your traditional or SEP-IRA, college expenses, medical and dental expenses, real estate taxes, gifts to charities and churches, etc. Some expenses

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are reported to you. Mortgage interest, for example, is reported to you on form 1098, and student loan interest is reported on form 1098-E.

- If you donated non-cash items during the year (as to Goodwill or Salvation Army, for example), please provide the receipt along with a simple listing of the items donated (e.g., 3 big garbage bags of clothes, one box of shoes, 2 boxes of books, etc.). If you donated any big-ticket non-cash items (furniture, suits, winter coats, fur coats, car, etc.) please list those separately. NOTE: do not add the dollar value of the donated items -- we will value the donations for you. If you know the amount you originally paid the item(s) and when you purchased it/them feel free to include that info.
- If you bought/sold/re-financed a home, have your closing statement(s).
- If you paid estimated taxes, have a summary of your federal and state estimated payments and canceled checks.
- If you paid for child care, please include the name, address and tax ID of the provider, as well as how much you paid per child
- Plus please have any other tax-related forms, etc. you receive or any questions or other thoughts you have -- too much info is always better than too little!