NORTH LAKE TAHOE FINANCIAL SERVICES, LLC

"Providing Client Financial Security Since 1998"

FEE-ONLY FINANCIAL PLANNING/ACCOUNTING/TAX RETURN PREPARATION
DAILY MONEY MANAGEMENT

Lakeside Medical & Professional Center
889 Alder Avenue, Suite 301
Incline Village, Nevada
Phone: (775) 831-8511 Cell Phone: (775) 750-8511
P.O. Box 4777 Incline Village, Nevada 89450 E-Mail: owen@tahoefinancial.com

Dear Client:

This checklist may make assembling income tax related information easier for you. Returns I prepare for clients are based on the information received from them. The client is responsible for the completeness and accuracy of the information.

The following information, forms and receipts may be necessary if applicable to your situation:

- ❖ __ Form(s) W-2 from each employer.
- ❖ __ Form(s) 1098 or 1099 for all entities that you had income from in the form of dividends, interest, capital gains, gambling, pension or work related income.
- ❖ __ Social Security numbers and dates of birth for yourself and all dependants.
- ❖ __ Tax return for the previous year. **Not necessary if I was the preparer.**
- ❖ __ Record of IRA, 401K, etc. contributions and withdrawals.
- ❖ __ Child care provider information.
- ❖ __ Transaction date and amounts (bought and sold) for investments sold.
- ❖ __ Amount of alimony paid or received.
- ❖ __ Educational expenses.
- ❖ __ Charitable donations.
- ❖ __ Medical and dental expenses.
- ❖ __ Casualty and theft losses.
- ❖ __ Business and rental income and expense.
- ❖ __ Interest and points paid.
- ❖ __ Work expenses and miscellaneous deductions.
- ❖ __ IRS notice regarding the amount of your Advance Child Credit.
- ❖ __ Real estate & personal property tax. Any Form 1099-C or 1099-A received.
- ❖ __ Foreign and state income tax paid last year.
- ❖ __ Reimbursements of state and local taxes.
- ❖ __ Sales tax paid for large ticket items.
- ❖ __Income tax related information regarding health insurance.

Please contact us with any questions or concerns you may have.

Thank you,

Owen A. Hill, CFP, EA (775) 831-8511