

# ULTRATAX

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*This is only a guide to help you in your tax preparation. It is possible that other documents will be needed or not everything mentioned might apply to you.*

## General Information:

- W-2 forms
- Social Security Cards
- IRS Taxpayer Identification Numbers (ITIN's)
- Dependent's date of birth
- Interests or dividends received from banks
- 1098G Form (unemployment)
- Income tax copies for last year
- Contributions or Distributions to/from retirement plans
- Gambling's Gains or Losses
- Other Income

## To itemize (file long form):

- 1098 Forms (Mortgage interest paid) must have a form per loan.
- Property taxes paid during the year
- Medical expenses, such as doctor visits, medicine, medical insurance, dental, hospital and medical miles.
- DMV registration renewals.
- Donations and contributions (Need proof regardless of amount)
- Amount paid for prior year the tax preparation.
- Amount you received as a refund from the state.
- Non-reimbursed work related expenses such as uniforms, boots, gloves, tools, miles used during work hours, commute miles are not deductible (miles from your home to your work place and from work to home)
- Gambling losses (limited to your gains)
- Copy of Escrow closing statements (if you bought a house or refinanced during the year)

**Self employment Income (Business Owner): (We need proof of self employment like Business License, Bank Statements etc.)**

## Total income

- 1099 Misc. Forms

## Expenses:

- Advertising
- Automobile expenses (business and personal mileage)
- Commissions
- Labor
- Insurance

- Interests
- Legal or Professional Fees
- Office expenses
- Pensions
- Equipment of machinery rentals
- Rent
- Repairs
- Supplies
- Taxes or Licenses
- Travels, Meals, Entertainments
- Utilities (Water, Gas, Electrical, Trash, etc)
- Wages
- Telephone and Cell-Phone
- Others expenses
- List of Tools and Equipment including cost and date of purchased.
- If you maintain a inventory, inventory the beginning and end of the year

**If you have an office at home or if you use your home for a business, such as child care:**

- Total square feet of your house and total square feet used for the business.
- Total hours used for child care
- Utility Expenses (electricity, gas, trash, water, etc.)
- Rent or Mortgage Interest
- Property Taxes
- Repairs
- If you have child care, all expenses such as food, diapers, toys, books, etc., for the children

**If you have child care expense:**

- Name, address, phone, social security or federal identification number of your child care provider, and the amount paid for child per year.

**If you need to apply for ITIN:**

- Original of birth certificate
- Original photo identification
- For under age children school records or immunization card if under age 5

**For Direct Deposit:**

Routing and Checking Account number or voided check

**If you have Rental Properties:**

**Total Rent Income**

**Expenses:**

- Advertising
- Mortgage Interest (1098 Form)
- Property Taxes
- Repairs

- Utility bills, gas, electricity, water, trash, etc.
- The cost of Property, the value of the land and the date of purchase plus any depreciation taken.
- Any other expense related to the Rental Houses.

**If you sold stock, mutual funds or bonds:**

- A list including cost, date of purchase, date of sale and selling price

**If you or your wife or your children attended to college:**

- Tuition Fees and school required expenses.

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