

PALERMO, LANDSMAN & ROSS, P.A.
2020 COVERSHEET - Document Checklist for Personal Returns

This checklist will assist you in the collection of your tax documents. Please return this completed form with the documentation you submit to our office. Thank you.

Taxpayer Information

Last Name: _____ First Name: _____

SS# ____ - ____ - _____

Do you have a new address? If so, please provide _____

Email address: _____ (for correspondence only)

Filing Status: _____

Is this different from last year? Circle: Yes / No

Is there a new dependent to be added for 2020? Circle: Yes / No

New Dependent's Legal Name _____ SS# ____ - ____ - _____

D.O.B. ____ / ____ / ____

Is there a change in your dependent status from 2019? Circle: Yes / No

Please indicate Change _____

You received Form 1095 A for health insurance subsidies.

***Please include Form 1095 with your tax documents, per IRS requirements.**

Tax documents you are submitting for your return (please indicate with an "X"):

Income

- W-2's
- W-2G's (Gambling winnings)
- 1099's (Miscellaneous income, NEC's, interest/dividends, unemployment, etc.)
- 1099-C's (Cancellation of Debt)
- 1099-R's (Retirement/Pension Benefits) SSA-1099's (Social Security Benefits)
- K-1's (Income/Loss from Partnerships, S Corporations, Trusts, etc.) **Please include basis statement for S-Corporations when applicable.**
- Alimony amount received (excluding child support)
- Schedule C business income and expenses information
- 1099-B's Brokerage Statements Detailing Sales of Stocks & Bonds

We must have the original purchase date and cost basis for each item sold.

- December 31st Year-End Brokerage Statements for all intangible assets
- All **bank statements** Jan.-Dec. 2020 for any **foreign-held bank accounts, brokerage accounts, mutual funds, trusts or other financial accounts owned by you/your spouse or for which you/your spouse have signature authorization.**
- At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency, if so please provide documentation.**

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- Closing statements for any real estate bought, sold or foreclosed during 2020**
For a sale, we must have the original purchase date and purchase price and records for any major renovations that will decrease the original price.

- All income and expense information for any rental properties with the full address and type of property i.e. multi-family, etc. **If a property was not rented the entire year, please indicate the number of days it was rented during the year.**

Deductions/Expenses

- Contributions made to any retirement plans (IRA's, 401K's, etc.)
- Alimony amount paid in 2020 (excluding child support) with payee's full name and SSN.
- 1098's/Mortgage Interest Statements
- Property Tax Statement/Bill
- Medical/Dental expenses **out-of-pocket** (please provide documentation) & health insurance costs. Did you make any contributions to an HSA? Circle: Yes / No. If yes Amount _____
- Sales contract/info for any motor vehicle purchased or leased in 2020. Please indicate if a plug-in vehicle. Circle: Yes / No.
- Tuition Fees Statement/1098 T's/1099 Q's (for prepaid plans and ESA's)
- Student Loan Interest Statements/1098 E's
- Child/Dependent Care & Aftercare Expenses & Info/Provider name, EIN/SS#, address & amount
- Receipts or Cancelled Checks for all cash contributions
- Receipts with Amounts for all non-cash contributions
- All estimated tax payments made for 2020**, including dates and amounts.
- Did you receive any stimulus income? Circle: Yes / No EP1 \$_____ EP2 \$_____

Please note anything else we need to know regarding your tax situation for 2020 (Examples: employment change, mortgage refinance, change in marital status, new dependent or retired.)

For direct deposit of any refund you may receive:

Direct Deposit Info (please use check or savings passbook to verify):

Bank Name _____ Please Circle: Checking Savings

Account #: _____ Routing #: _____