

# RLR Financial

Please review the following list and organize the respective documents for your tax preparation. **Not all items on this list may apply to you.** Feel free to ask questions concerning any items on this list you may not be familiar with.

## PERSONAL INFORMATION FOR EACH FAMILY MEMBER:

- Name and Address
- Date of Births (**Including Dependents if applicable**)
- Social Security Number /ITIN/ATIN (**Including Dependents if applicable**)
- Last Year's Tax Return (**NEW CLIENTS ONLY!!! If you have it...**)
- Valid Driver's Licenses (**Including Spouse if applicable**)
- Checking or Savings Account Routing and Account Number

## INCOME AND TAX INFORMATION:

- W-2's
- Interest (1099-INT or substitute)
- Dividend Slips (1099-DIV or substitute)
- Stock Sales (1099-B or Broker Statement)
- Self-Employment Income/Expenses (**Detailed Excel Spreadsheet Preferred**→**No Receipts Unless Requested**→ See **Page 2**)
  - **IMPORTANT!!!!** → **Are you buying a home, refinancing, or rely upon biz income for any major financing purchases within the next 12 months?**
    - **If so... INFORM US IMMEDIATELY!!!**
- Sale of a Personal Residence
- Rental Income/Expenses (**Detailed Excel Spreadsheet Preferred**→**No Receipts Unless Requested**→ See **Page 2**)
- Sale of any Business Assets
- Gambling or Lottery Winnings
- State Income Tax Refund
- Pension Income (1099-R)
- Estimated Taxes Paid
- Social Security or Railroad Retirement
- IRA or 401(k) Distribution
- Unemployment Compensation
- Miscellaneous Income (1099-MISC)

## DEDUCTIONS/ADJUSTMENTS:

- Medical Expenses
- Real Estate or Personal Property Taxes
- Mortgage Interest
- Charitable Contributions
- Employee Business Expenses
- Gambling Losses
- Moving Expenses
- Traditional IRA Contributions
- Higher Education Expenses
- Educator Expenses
- Student Loan Interest

## TAX CREDITS:

- Child Care Provider/Address/Phone Number/Employer Identification Number (EIN) or Social Security Number (SSN)
- Adoption Expenses
- Retirement Savings Contributions
- Energy Tax Credit Purchases

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# RCR Financial

Expense Type:	\$ Amount	Expense Type:	\$ Amount
<b>Advertising:</b>		<b>Rent and Lease Payments:</b>	
Business Cards/Flyer		Office Space	
Website		Equipment	
Promotions		Machinery	
Other		Storage	
<b>Contract Labor:</b>		Exhibits and Booths	
Commissions Paid		Tools	
Incentives and Bonuses		Other	
1099 Eligible		<b>Taxes and Licenses:</b>	
Not 1099 Eligible		Business Licenses	
Other		Professional Licenses	
<b>Salaries and Wages:</b>		Permits	
W-2 Issued Only!		Sales Tax	
<b>Business Gifts:</b>		Other Taxes	
<b>Insurance:</b>		<b>Business Travel:</b>	
Health Insurance		Airfare	
Business Insurance		Hotel and Lodging	
Other		Out-Of-Town-Meals	
<b>Business Interest Paid:</b>		Out-Of-Town-Entertainment	
<b>Legal and Professional:</b>		Taxi's and Parking	
Accountant/CPA		Rental Car	
Attorney		Bus and Shuttles	
Consultant		Tips	
Trade Journal		Laundry and Dry Cleaning	
Continuing Education		# of Days Out-Of-Town	
Training and Events		Other	
Other		<b>Utilities:</b>	
<b>Office Expense &amp; Postage:</b>		Cell Phone	
Hardware		Internet	
Software		Telephone	
Furniture		Electricity	
Postage & Delivery		Gas	
Office Supplies		Water	
Other		Waste	
<b>Supplies:</b>		Security System	
Cleaning and Maintenance		Other	
Business Related		<b>Meals and Entertainment:</b>	
Uniforms and Alterations		<b>Other: (List Below)</b>	
Dry Cleaning and Laundry			
Other			

# RCR Financial

<b>Business Cost Of Goods Sold</b>	<b>\$ Amount</b>	<b>Other: (List Below)</b>	<b>\$ Amount</b>
Product Cost			
(Subtract) Personal Usage			
<b>Vehicle Expense:</b>	<b>\$ Amount</b>		
Year			
Make			
Model			
Beginning Odometer			
Ending Odometer			
Business Miles			
Personal Miles			
Is The Vehicle Leased (Y/N)			
If yes, Lease Payments?			
Is The Vehicle Financed (Y/N)			
If yes, Interest Paid?			
Gas and Oil Changes			
Repairs and Maintenance			
Auto Insurance			
Towing			
Licensing and Registration			
<b>Home Office Usage</b>	<b>\$ Amount</b>		
Square Footage of Home			
Business Usage Square Footage			
Rent			
Insurance			
Home Mortgage Interest			
Home Property Taxes			
Repairs and Maintenance			
Utilities:			
Cell Phone			
Internet			
Telephone			
Electricity			
Gas			
Water			
Waste			
Security System			
Lawn Care			
Pest Control			
Other			
Other Home Expenses			