the Hechtman Group ltd

Exceptional CPA services for small businesses with big plans

Tax Information Needed for Preparation of Individual Returns

The following is a typical list of documents that will be needed:

- Form(s) W-2 - from your employers
- Form(s) 1095 - health care coverage forms
- Form(s) 1099 - for interest, dividends, miscellaneous income
- Form(s) 1099-B - for stock, bond or other investment transactions, include realized gain/loss schedules reporting dates acquired and cost of investments sold
- Form(s) 1099-R - for distributions from retirement plans, including rollover distributions
- Schedule(s) K-1 - for income from a partnerships, small businesses, trusts, or estates
- Form(s) 1098 – for mortgage interest paid
- Form(s) 5498-SA and 1099-SA – for contributions and distributions made to/from Health Saving Account
- Receipts, cancelled checks or other documents for tax related expenses such as medical and dental expenses, charitable contributions, real estate tax paid, student loan interest, sales tax paid on purchase of any vehicles, boats, etc during the year
- Records showing contributions made to traditional and Roth IRAs including value of any IRAs at the end of the year
- Records showing the amounts you paid for child care
- Income and expenses for business for self-employed individuals
- Income and expenses for rental property
- Information on any foreign financial accounts, foreign trusts, or other foreign assets you had during the year
- Online and out of state purchases without paying IL sales tax made during year for Use tax for Illinois
- Records showing amounts and dates of any estimated tax payments you sent to the IRS and/or state agencies
- Any tax notices from the Internal Revenue Service or state agencies received
- PIN, Personal Identification Number, if assigned by the Internal Revenue Service
- A copy of driver’s license/State ID for IRS/State fraud prevention purposes
- Any other information you think we may need

Copies of the above items are acceptable, except in the case of W-2’s where we require originals.

If you have questions, please contact us.