



SMALL BUSINESS ASSOCIATES, INC.
Molders of Successful Businesses

INDIVIDUAL TAX RETURN NEEDED INFORMATION LIST

It is extremely important that you prepare for our tax visit. {SBA Tax Meeting: _____} }
Try to keep this appointment if at all possible, since a cancellation may result in a re-scheduling delay of several weeks. If you are unable to keep the appointment, please advise me promptly, (610) 767-9560.

Please bring the items that apply to you:

1. **Your up-to-date business recordkeeping system, business car mileage (total & business use) by car & all car expenses itemized by type, travel and entertainment expenses, itemized.**
2. A record of your receipts and expenses for any rental property.
3. Your personal tax returns for 2009 with social security numbers and dates of birth for all children or dependents.
4. Your W-2's, 1099's and any unemployment received. If you received an early distribution from a pension, we need to know your basis in the distribution.
5. A record of other income, such as interest or dividends.
6. A decision whether or not to utilize an Individual Retirement Account (IRA) or Keogh.
7. A record of estimated federal, state and local taxes paid for 2010.
8. A record of all stock, bonds and asset sales; original purchase date and cost, and sale date and amount received.
9. An itemized list of all business accounts receivable and accounts payable as of 12/31/10.
10. A business inventory valuation as of 12/31/10. Your cost, not your selling price.
11. Your 2010 checkbook and savings account record with year end balances.
12. A detailed list of business assets acquired in 2010 along with date put into service and cost.
13. Your Federal, State and Local tax forms, coupons, booklets and stickers.
14. Your bank information for direct deposit of your refund.
15. If you sold your home bring your home settlement sheet of the home that was sold. Note: If you sold your home for more than \$500,000 (if married) or \$250,000 (if single), or if you lived in the home less than two years, call us for the additional information needed.
16. If you have an office in your or a partner's home: area used for business and total area of home, utilities paid, real estate taxes paid, mortgage interest paid, when home was purchased and cost and date of any improvements.
17. Business interest payments on notes, charge cards and credit lines. Also ending balances.
18. An itemized list of any fringe benefits paid by the business, such as medical insurance, life insurance, etc.

19. Your contributions to your MSA (Medical Savings Account) or HSA (Health Savings Account).
20. Adoption expenses.
21. Money received in court awards.
22. State college tuition prepayment plan disbursements.
23. Higher education tuition payments for yourself or a dependent.
24. Student loan interest paid.
25. Your contributions to a Sec. 529 Education Savings Plan.
26. Teacher classroom expenses.
27. Debt Forgiveness noted on a 1099-C
28. Energy Credit home improvements such as windows, doors, insulation, biomass heat.
29. Solar, wind or geothermal installations.
30. Information on a hybrid fuel or electric vehicle purchased.

Itemized Deductions:

1. A record of your contributions to charities. Detailed list of non-cash contributions. You must have a receipt for each contribution.
2. Your interest payments on your mortgage; also when the mortgage was taken out, original cost of the home and purpose of mortgage, if you refinanced this year.
3. Your payments of real estate taxes, personal property tax, etc.
4. Sales taxes paid on any large purchases such as a boat or auto.
5. Your medical expenses including drugs, doctors, health insurance, long-term care insurance, glasses, and car mileage for medical care.
6. Cost of your safe deposit box, tax return preparation, job hunt expenses, and unreimbursed employee expenses.