

BlackfordCPA  
4255 A1A South Suite 10  
St. Augustine, FL 32080

## 2017 Tax Year Individual Checklist

Date: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Spouse: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Primary Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Please list the following information for dependents you can claim for the 2017 tax year:

Legal Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Legal Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

If you receive a refund, would you like the funds directly deposited into your account? If yes, please provide details below. Let me know if you want your refund applied to next year.

Name of Financial Institution: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Account Routing Number: \_\_\_\_\_

Please answer each of the following questions to ensure that you receive all deductions you are legally entitled to:

1: Were there any changes in your marital status, family dependents or address from your prior tax return?

2: Were you a victim of Hurricane Matthew or Irma?

3: Do you have a mortgage? What is the outstanding principal, aprox? \_\_\_\_\_  
Please provide 1098 from your bank showing interest paid.

4: Did you donate by cash or check as charitable contributions?  
a. You must provide documentation for non-cash donations (Betty Griffin, Goodwill, etc).  
b. Did you contribute your Required Minimum Distribution to charity? Yes / No

5: Do you pay for health insurance? How much?

# 2017 Tax Year Individual Checklist cont...

6: Are you or were you on the Health Insurance Marketplace? Did you get your 1095 for this year?

7: Did you incur additional major Medical Expenses? If yes: How much approximately?

8: Did you pay any education expenses for yourself or your child? If Yes provide the 1098T from the educational institution.

9: Did you pay daycare expense for your dependents? If Yes: how much and what is the daycare's Name and EIN?

10: Do you own property other than your primary residence? Yes / No

11: Did you buy, sell, or refinance property this year? Yes / No

12: Did you withdraw money from a retirement account? Yes / No

13: Did you contribute to a retirement account? Yes / No - Would you like to? Yes / No

14: Did you purchase any large tickets items this year for the sales tax deduction? Yes / No

15: How much, if any, did you pay in Property Taxes?

16: Did you buy or sell any real property (primary home or other real estate)? Yes / No

17: Do you have any foreign bank accounts with more than \$10K or more than \$50K? Yes / No

18: Did you buy a new energy efficient airconditioner or windows or solar equipment? Yes / No

**Please list all Estimated Taxes Paid for 2017:**

1<sup>st</sup> Quarter: Amount Paid \$ \_\_\_\_\_ 3<sup>rd</sup> Quarter: Amount Paid \$ \_\_\_\_\_

2<sup>nd</sup> Quarter: Amount Paid \$ \_\_\_\_\_ 4<sup>th</sup> Quarter: Amount Paid \$ \_\_\_\_\_