

HARLESS & ASSOCIATES, CPAs
Certified Public Accountants

Individual Pre-Appointment Checklist – Revised for 2018

	Completed
1. W2's for Income	_____
2. 1099's for Interest and Dividends	_____
3. Total Medical Expenditures/Medical Coverage	_____
• Doctors, Dentists	_____
• Medical Insurance (1095-A, B, C)	_____
4. Total Tax Receipts	_____
• Ad Valorem (Vehicles) Tax	_____
• Real Estate Tax for Residence, 2 nd Home or any other property	_____
5. Total Interest Paid	_____
• Mortgage Interest	_____
• Investment Interest	_____
• Bank Statement Interest	_____
6. Sale of Stock (1099 B from broker)	_____
• Date of Purchase/Purchase Price/Dale of Sale/Selling Price	_____
7. Total Charitable Contributions	_____
• Cash	_____
• Non-Cash (provide a list w/value and receipt from receiving organization)	_____
8. ALL Business/Rental Income and Expenses	_____
9. Total Child Care Paid	_____
• Name, Address & NNS or EIN of Provider	_____
10. Personal Real Estate Transactions	_____
• Purchase of New House	_____
• Sale of Old House	_____
• Settlement and Closing Costs	_____
11. Rental Property Real Estate Transactions	_____
• Repairs, HOA, Utilities, Maintenance, Mgt Fee, Property Tax, Mortgage Insurance, Advertising, etc.	_____
• Capital Improvements	_____
12. K1s – Partnership or Sub-S	_____
13. State Income Tax Refund from Previous Year	_____

