



ACCUplus Financial Services, Inc.
 17A Dunstable Rd. P.O. Box 942
 N. Chelmsford, MA 01863-0942
 Tel (978) 251-0405 Fax (978) 251-0920
www.accuplusfinancial.com

INTERVIEW CHECKLIST

NAME _____

Heading:

- Names: Spelling, Name Change
- Moving Expenses
- Address:
- Sale of Residence

Filing Status:

- Dependents:
- Qualifying Widow(er)
- Husband
- Over 65/Blind:
- Head of Household
- Birth date:
- Wife

Dependents:

- Names
- Social Security Numbers
- Number of Months in Home
- Earned Income Credit
- Ages
- Relationship
- Pre-1985 Agreement

Forms W-2:

- Correct Social Security Numbers
- Multiple W-2s:
- Job Seeking Expenses
- Child Care:
- Required to File W-2
- Waiter/Waitress:
- Allocated Tips
- Retirement Plan Participant
- Between-Job Mileage
- Excess FICA
- Employee FICA/FUTA
- Names, Address, ID # for Providers
- Unreported Tip Income

Divorced:

- Alimony: Income or Adjustment
- Ex-Spouse Name & Soc Sec #

Portfolio Income:

- Interest, \$1,500, Schedule B:
- Dividends, \$1,500, Schedule B
- Tax-Exempt
- Royalties

Self-Employed:

- Material Participation
- Keogh/SEP
- Conventions/Seminars
- Spouse/Children 18 and Over, W/H FICA
- Mileage
- File Form SE
- Business Gifts
- Medical Insurance:

SEE OTHER SIDE

Capital Gains:

- Sale of Residence: Eligible for Exclusion
- Sale of Stock: Original Cost
- Reinvested Dividends Stock Dividends
- Stock Splits Expenses of Sale
- Installment Sales: To a Relative
- Depreciation Recapture in Year of Sale Worthless Debts or Securities

Rental Property:

- Active Participant Disposition:
 - Depreciation Recapture Suspended Passive Activity
- Losses/Credits

Retirement Income:

- Schedule R Social Security/RRT
- Pension: General Rule
- Refund Feature Distributions:
- Lump Sum: 10 Year Averaging Over Age 50 on 1/1/86
- Rollover Premature (10% penalty)
- Age of Decedent

Travel Associated with Job:

- Reimbursed/Unreimbursed Expenses Adequate Records

Retirement Plans/IRA's:

- Either Spouse Covered by a Qualified Plan Earned Income
- Early Withdrawal Penalty

Itemizing:

- Medical: Travel
- Dependent in Nursing Home Medication/Insulin
- Interest: Second Residence
- Points (loan origination fees) Other Interest
- Charitable: Cash Contributions
- Noncash Contributions Mileage
- Casualty/Theft Loss: Insurance Reimbursements
- Miscellaneous: Excess Deductions From an Estate
- Legal Fees: Tax Advice Relating to Divorce
(alimony/property settlement)

- Employee Business Expenses

Amendments:

- Income or Deduction for a Prior Year Overlooked
- Net Operating Loss (NOL) Carrybacks

Taxpayer notes and/or changes to discuss at tax appointment
