

Executive Public Accountants Inc.

Copies of the following items you may need to prepare your tax return

If any of the following pertain to you please provide documentation to us.

- (New Clients Only) Previous years tax returns
 - (New Clients Only) Proof of date of Birth & Social Security Number for self & dependents
 - W-2 Statements (W2)
 - Unemployment Income (1099G)
 - Interest and Dividend Income (1099 INT / DIV)
 - Original Purchase Date & Price of Stock sold (if not on brokerage statement)
 - All other 1099 Forms
 - Year- End Investment & Brokerage Statements
 - Social Security Income Statements
 - IRA Contribution & withdraw amounts
 - Business Income & Expenses (fill out worksheet)
 - Medical Expenses
 - Long Term Care Insurance Premium Amount and policy #
 - Property Tax and Real Estate statement
 - Vehicle License Tab renewal cost (make list of renewals cost per vehicle)
 - Mortgage Interest Statements (Form 1098)
 - Charitable Contributions - monetary (Must be 501c3 make list with total per charity)
 - Charitable Contributions Non-cash (Must be 501c3 fill out charitable donation form))
 - Rental Property Income and Expenses (fill out wroksheet)
 - Student Tuition forms (paid by loan or other. ie. 1098T, 1098E)
 - Daycare Expense per child. (Provider name, address & Fed ID#)
 - Canceled Debt (1099C)
 - Estimated tax payment (make a list of amount and date)
 - K-12 School Expenses (fill out K-12 school expense worksheet)
 - Verification of Health Insurance coverage Form 1095
 - Tax Preparation Fees Previous year \$_____
 - Property Tax Refund \$_____
 - Safety Deposit Box fee \$_____
- Additional worksheets are available on our website at www.epamn.com “Resources”
Please print out any forms that pertain to your tax situation. If you do not have internet access, please call to request a paper copy be mailed to you.
 - **All Tax Returns must be paid in full before we are able to e-file.** Payments can be mailed or paid with credit card online on our website. Go to www.epa.com. Click Client Portal at the top right corner of your screen. Next, click the “Pay Now” button, and follow the steps.
*We provide a **secure & safe** method of payment by credit card, debit card or money transfer through PayPay. You DO NOT need a PayPal account to pay us with Paypal. PayPal is a widely recognized and long established method for processing online payments.*