

## Executive Public Accountants Inc.

### Forms 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 worksheet)
  - Student Tuition& interest 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)
  - Property Tax Refund \$ \_\_\_\_\_
- **Additional worksheets are available on our website at [www.epamn.com](http://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 <http://epamn.com>. Go to bottom on home page & Click PAYMENTS then enter your name and click “Buy 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.*