

Compliments of Interim Business Services LLC --- 419.630.6862

www.InterimLLC.com -- Office@interimLLC.com

2006 Tax Year

Tax Preparation Checklist

Find out which documents you'll need by answering the following questions.

- | | | | |
|----|---|-----|----|
| 1 | Were you married as of December 31 2006? | YES | NO |
| | Did anyone (other than your spouse) live in your home at some point during the year | | |
| 2 | or did you provide support for someone who didn't live with you? | YES | NO |
| a. | Was this person an ex-spouse? | YES | NO |
| b. | Was this person your parent or some other adult? | YES | NO |
| c. | Was this person your child? | YES | NO |
| | Did you or anyone in your family take post-high school classes or make student-loan | | |
| 3 | payments this year? | YES | NO |
| 4 | Did you receive income this year for work that you did? | YES | NO |
| a. | Did you receive this income as an employee? | YES | NO |
| b. | Did you receive this income as a contractor or from self-employment? | YES | NO |
| | Did you drive your vehicle for work-related activities other than commuting to and from | | |
| c. | your job? | YES | NO |
| | | YES | NO |
| 5 | Did you receive any other income this year? | YES | NO |
| a. | Did you have any pension or social security income? | YES | NO |
| b. | Did you have savings or investment income (i.e. capital gains or interest)? | YES | NO |
| c. | Did you rent property to someone else? | YES | NO |
| d. | Did you drive your vehicle for purposes related to your rental property? | YES | NO |
| e. | Did you have any additional income we haven't mentioned? | YES | NO |
| | | YES | NO |
| | Are you going to itemize your deductions such as mortgage interest property taxes | | |
| 6 | charitable contributions medical expenses etc? (Hint: If you're not sure say Yes) | YES | NO |
| 7 | Did you make any contributions to an IRA? | YES | NO |
| 8 | Did you live work or have property in an area affected by Hurricane Katrina? | YES | NO |

Items to use / Bring With You for Tax Preparation:

- 1 All W2's
- 2 All 1099's
- 3 All 1099INT's, 1099DIV's, 1099G's, and so on
- 4 All Mortgage and Interest Paid Docs
- 5 Amount of Property Taxes Paid
- 6 Amount of Personal Property taxes Paid
- 7 Total of Medical and Dental Bills Paid
 - a Total mileage driven for Medical / Dental Visits

- 8 Amount of Taxes You Paid Last Year on your Return
- 9 Last Years Tax Return
- 10 Social Security Numbers and Birth Dates for Your Family and Dependents
- 11 Any Rental Property Addresses, Mortgage, Rent Income, Repairs Data, Purchase Dates, etc
- 12 If you supported a parent, or someone other than your immediate family, the amount you paid
 - a That / Those person(s) Social Security Numbers and Birthdates
- 13 Amount of Child Support and Alimony Paid
- 14 Amount of Cash Charitable Contributions made and to who
- 15 Amount of Non Cash Charitable Contributions, what the item(s) were and to who
 - a Amount of Mileage Driven for Charitable Work Performed
- 16 Stocks Sales and Purchases Information and how much it cost you to make these investments
- 17 Student Loan Interest Paid
- 18 Land Line Telephone Excise Tax amount going back 41 months - No Cell Phone Totals
- 19 Tuition for Higher Learning Amounts
- 20 If a Spouse passed on last tax year, Death Certificate, Social Security Number
 - All Non-Reimbursed Employee Expenses, tools, uniforms, dues, etc - needed as a
- 21 requirement for your job position
- 22 IRA Contribution Amounts, and who made the Contributions - You or your Spouse
- 23 All Income Sources Data

Business Items To Use / Bring

- 1 Last Year's Tax Return
- 2 Payroll Information - what the company paid in payroll and liabilities
- 3 All Business Expenses
- 4 All Business Income
- 5 Company Profit & Loss Statement
- 6 Company Balance Sheet
- 7 All Company 1099's received
- 8 Interest Paid 1099's / To You and By You
- 9 Company Property Tax Paid
- 10 Company Real Estate Taxes Paid
- 11 Home Office Use: Square Footage, Phones, Supplies, Utilities, etc
- 12 Filing on the Accrual or Cash Basis?
 - If a Partnership - all partners Information; Social Security #'s, Birthdates, Address,
- 13 Shares Owned, etc.

If you require more information, just give us a call at 419-630-6862 and we'll answer your questions.

* Please Note: This list is provided as a basic guideline only. You may need other documentation not listed here. This is not an all inclusive list, as each situation varies.