

John E. Martell

& Associates

Income Tax and Accounting Services

This office provides :
**Personal / Business
Inheritance / Corporate
Tax Preparation
& Accounting Services**

Personal tax return "what to bring" check-list is on back page.
Business or rental property check-list, and other helpful
information, can be obtained on my website :

www.JohnEMartell.com

Call for an appointment

215-752-7990

email : djmartell@aol.com

EXTREMELY IMPORTANT INFORMATION !

(changes you have heard about apply to 2018 NOT current tax year 2017)

Affordable Care Act (A.C.A.) The requirement for everyone to have health insurance the entire year continues.

If you purchased health insurance through the "market place", you MUST bring a Form 1095-A.

If you can't find it, contact the "market place" before your appointment.

Plus: If you purchased through the "market place", I will need to review the tax return filed by each dependent. While your dependent's income is not taxable to you, their income can impact the A.C.A. part of your tax return.

Anyone else who receives a **Form 1095** detailing their health insurance coverage, should bring the form to the appointment.

Everyone will need to know which months each dependent had health insurance.

Langhorne office :
**460 E Lincoln Hwy
Langhorne Pa 19047**

(North of Penndel Boro
South of Team Toyota
on Business Route 1)

Pocono office :
(near Big Boulder Ski Resort)
27 Hopkins Circle
Albrightsville Pa 18210
570-722-2077
Sunday appointments
in Poconos available :
January 28th - February 18th
March 4th - March 18th
April 8th

Do you have :

a MORTGAGE - you need to bring your mortgage Form 1098. If you pay your taxes directly (not through your mortgage) to your school district or town, you will need to know the \$ amounts you paid directly. When you pay your taxes directly, the \$ amount paid is not listed on your mortgage statement.

COLLEGE TUITION - When tuition is paid (*including paid by student loan*) for a dependent, the Form 1098-T will have your dependent's name on the form. The dependent can not claim the tuition credit. Get the form from your dependent. You need the Form 1098-T to take the credit on your tax return.

SALE OF STOCK or ASSETS - When you sell an item, the capital gains portion must be calculated and could be taxable. Make sure you bring ALL documents from your broker indicating the original purchase price or average cost basis. These documents are required for your return to be completed.

WORK RELATED EXPENSES - You must be able to prove all your expenses. Federal will accept the per diem rate for overnight meals & lodging. Pennsylvania will only accept the overnight actual cost of meals & lodging that you can document. New Jersey does not allow this type of deduction.

**IDENTITY THEFT
is "OUT OF CONTROL"**

**Do not give personal data
to anyone unless you are
positive you know who is
asking for the information.
Be careful of thieves
claiming to be the IRS.**

If you give your copy of the tax return to anyone, make sure you keep a copy for yourself. And, place your copy in a safe place where you can locate it when needed.

Some of the items needed to prepare *MOST* 1040 tax returns : (If you receive a form 1095 / 1099 or 1098 for anything **BRING IT** with you)

1. _____ **ALL W-2 / 1099 forms** (bring the actual papers with you)
2. _____ **Form 1095** that you received from your employer OR insurance provider.
3. _____ Interest / Dividend / Savings Bond amounts received (**all 1099 forms from each investment account**)
4. _____ If you have: a business, are a sub-contractor, a rental property you rent to someone else, get check-list at our website.
5. _____ **If you sold property** (house, stock, land, etc – **bring ALL 1099-B forms - you will need to know**)
quantity / description of property : _____
- Did you** => date acquired : _____
- sell** => date sold : _____
- property ?** => sale price _____
cost or other basis : _____
6. _____ amounts received from IRA, Roth, or pension (including all roll-overs / **bring all 1099-R forms**
(you should receive a Form 1099-R for EACH account you are receiving a \$ amount)
7. _____ Unemployment received (**bring 1099-G forms**)
8. _____ amounts received from Social Security / Railroad Retirement (**bring 1099 forms**)
9. _____ other income (example : gambling winnings)
10. _____ amounts contributed to IRA, Roth, or 529 educational plan (even if you can not deduct these amounts on your return)
11. _____ alimony/spousal support paid or received
12. _____ interest paid on a student loan (**bring ALL 1099-E forms**)
13. _____ all medical, dental, prescription, eye glass + related travel expenses + medical insurance + long term care insurance
14. _____ state and local income taxes paid \$ _____ (usually on W-2 and amounts paid with last year's state/local returns)
15. _____ sales tax \$ amount paid on large purchases (car, boat, etc. - **subject to restrictions as a deduction**)
16. _____ **Real Estate taxes paid (city/county/local/school)** If **you** pay taxes directly \$ amt won't be on mortgage statement
17. _____ interest paid on a mortgage _____ equity loan _____ (**bring ALL 1098 forms**)
18. _____ Mortgage Insurance Premiums paid (should be listed on your Form 1098 forms)
19. _____ cash contributions to a non-profit organization
20. _____ value of items donated to a non-profit organization (**more than \$500.** you must bring receipts proving the donation)
21. _____ Casualty or theft losses incurred during the year (**subject to restrictions**)
22. _____ cost of tools _____ uniforms _____ education _____ union dues _____ telephone _____ for work
23. _____ **day care expenses** – **you will need to know who you paid, \$ amount paid, their address, their Federal I.D. #**
24. _____ **educational expenses** (after high school) you **MUST bring 1098-T form for each person claiming expenses.**
You will need to know the cost of books, etc. for **EACH** person claiming educational expenses
25. _____ buy or sell a house / property – bring papers you were given at settlement.
26. _____ **Are you adding a new dependent this year ?** *Make sure you bring the dependent's social security number.*
27. _____ Getting a refund ? You should know your current Bank / Institution routing # and account #
28. _____ copy of last year's tax return – **if you did not have it completed at this office last year.**