

**Patterson Accounting  
3040 N University Ave  
Decatur, Illinois 62526  
Phone 217.877.6766 Fax 217.875.4647**

**Things To Bring To Your Tax Appointment**

**Individuals Be Sure To Bring The Following With You:**

- 1  All copies of W-2's, 1099's and K-1 Forms
- 2  All year end lender loan statements including those refinanced or paid off during the year
- 3  Escrow statements (if not on the loan statements)
- 4  1099 Forms reporting sale of stock for the year, as well as purchase date and cost information
- 5  1099 Forms reporting unemployment compensation, state tax refunds and Social Security Benefits received
- 6  1099 Forms reporting all IRA's transferred
- 7  Social Security Cards of all dependents (if not previously provided)
- 8  Last year's tax return (new clients only)
- 9  Completed tax return data checklist
- 10  5498 Forms reporting all IRA balances and accounts
- 11  Record of estimated tax payments made including date and amounts
- 12  Child care provider's name, address and social security number
- 13  Driver's License or State ID
- 14  If in doubt about any other documents, please bring them along. If we do not need, we will return.

**Business and Organizations Be Sure To Bring The Following With You:**

- 1  Computer Quickbooks clients-please provide a back up accountant's copy on CD, Flash Drive or email (call for help)
- 2  Computer Other Program clients-print Income and Expense Summary, Balance Sheet and General Ledger for the tax year
- 3  Manual Bookkeeping-summary of all income and expenses by category with receipts
- 4  No Bookkeeping System-bring all receipts for income and expenses sorted by category
- 5  Equipment Purchase contracts, receipts and financing papers
- 6  Lease equipment contracts
- 7  S Corporations-bring copy of S election (new business only)
- 8  S Corporations, Partnership and Estates Need name, address and social security numbers of officers, shareholders, partners or beneficiaries
- 9  Copy of prior year tax return (new clients only)
- 10  Copy of prior year depreciation schedule (new clients only)
- 11  If in doubt about any other documents, please bring along. If we do not need we will return.

**Thank you for choosing Patterson Accounting. It is an honor to serve you.**