PAUL G. DION
Certified Public Accountant

22 West St, suite 32
Millbury, MA 01527

190 East Main Road
Middletown, RI 02842

Pre-Visit Checklist

To ensure that we have everything we need to process your tax return quickly, make sure that you bring everything that applies to your situation.

1. A copy of your last filed Federal and State Tax Returns (new clients)
2. Social Security cards or numbers for taxpayer and spouse (new clients)
3. Dependents' Social Security cards or numbers and Dates of Birth (new clients or new dependents)
4. Death Certificate, if taxpayer, spouse or dependent died during the year
5. Wage Statements (W2s). If you are missing a W2, please contact your employer to get a copy.
6. Pension or Retirement income – 1099-R
7. Self-Employed Business Income and Expenses (expenses should include all cost of running the business, including mileage) – 1099 Misc (ask for our Schedule C Organizer)
8. Farm Income & Expenses – Form 1099-Misc (ask for our Schedule F organizer)
9. Child Care Expenses & Provider Information (Name, address & Employer ID number (EIN) for provider)
10. Direct Deposit Information – If you want your refund directly deposited, please include your Routing and Account number or a voided check.

Please review the rest of this list to see if anything applies to your tax situation:

11. Interest and Dividend Income – Form 1099-INT/Form 1099-DIV
12. State Income Tax Refund Amount – Form 1099-G
13. Sales of Stocks or Bonds – Form 1099-B. In addition to the 1099-B, we need the stock basis (how much you paid – You can get this from your brokerage company), date stock was originally purchased, name of stock & number of shares sold. (if more than one page of sales, get an excel or .csv report from your broker)
14. Unemployment Income - Form 1099-G (this may vary by state) Bring in whatever form the state uses to report unemployment compensation benefits.
15. Social Security Income - SSA-1099
16. Lottery or Gambling Winnings – Form W2G and Losses
17. Alimony paid and received – If you paid alimony we need the recipient's Social Security Number.
18. Income and Expenses from Rental properties (ask for our Schedule E Organizer)
19. Mortgage, Refinance or Home Equity Loan Interest Paid – Form 1098
20. Real Estate Taxes Paid
21. Personal Property Taxes paid (e.g. cars and boats)
22. Sales Tax Paid
23. Medical Expenses paid out-of-pocket (Doctors, Dentists, eye care, prescriptions, hospital, etc.)
24. Medical and charitable "mileage"

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Pre-Visit Checklist, Continued

25. Cash and Noncash Charitable Donations – If non-cash charitable contributions exceed $500, we need the name, address and Federal Identification Number for the organization receiving the donation.
26. Sale of Residence – Closing Documents (e.g. HUD 1 Statement), Form 1099-S
27. Un-reimbursed Employment-Related Expenses (including mileage)
28. Job-Related Educational Expenses
29. Educator Expense – Money spent out-of-pocket as a teacher P
30. Tuition and Education Fees – Form 1098-T
31. Student Loan Interest – Form 1098-E
32. Adoption Expenses
33. Casualty/Theft Losses
34. Estimated tax payment amounts (1040 ES) – Please include the dates paid.
35. State and Local Estimated Tax Payments
36. Moving Expenses
42. Form 8832 or Divorce decree for noncustodial parent claiming a dependent child
43. Income and Expenses from Partnerships, S Corporations, Trusts, and Estates – Provide the Schedule K1
44. Any form that says "Do not throw away - Tax Document"
45. Any other income you received

We offer a blank tax organizer for new clients, and every year thereafter, we provide a personalized tax organizer containing the prior year's information for comparison.

We also offer organizers for certain professions and situations:

- Daycare Organizer
- Realtor Expense Checklist
- 1065 Partnership Organizer
- Business Organizer
- Rental Property Organizer
- Home Office/Auto Worksheet