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Licensed to Represent Taxpayers Before the IRS

**Member:** Illinois Society of Enrolled Agents  
National Association of Enrolled Agents

## What To Bring To Your Tax Appointment

- ✓ **Bring a copy of last year's tax return (tax year 2016) with all supporting documents. (If we don't have on file.)**
  - **Income:**
    - Alimony received
    - Business income and expenses, record of self-employment income
    - Capital gains/losses – Form 1099-B and information to determine cost basis (trade confirmation from original purchase of securities)
    - Distribution from retirement plans, pension, profit sharing, annuity income – Form 1099-R
    - Dividends received – Form 1099-DIV
    - Farm income and expenses
    - Gain from sale of real estate – Form 1099-S, Settlement statement
    - Gambling winnings – Form W2G
    - Installment sale
    - Interest received – Form 1099-INT
    - IRA Distributions – Forms 1099-R and 5498
    - Partnerships, estates, trusts or S Corps, Schedule K-1
    - Rents received, royalty or miscellaneous income – Form 1099-MISC
    - Social Security – Form SSA-1099
    - Railroad Retirement Benefits – Form RRB-1099
    - State/local income tax refunds, unemployment benefits – Form 1099-G
    - Wages, salaries, commissions – W-2 forms
  - **Deductions and Credits:**
    - ACA Premium Tax Credit – Form 1095-A
    - Charitable contributions, cash and non-cash
    - If non-cash contributions exceed \$500, need the name and address for each organization donated to, the date of each donation, the amount being claimed as a deduction and a description of what was donated.
    - Child and dependent care expenses, name, address and tax ID number of provider
    - Dues and subscriptions – job or investment related
    - Employee business expenses – business use of a vehicle, home, meals, travel and entertainment
    - Interest paid on home mortgage – Form 1098
    - Real estate taxes
    - IRA, Keogh, SEP, SIMPLE contributions
    - Job related – Educational expenses, job search expenses, work related uniforms and supplies
    - Points on refinancing – settlement statement from the closing, length of the loan
    - Record of self-employment and/or rental expenses
    - Safe deposit box rental
    - Tax return preparation
  - **Estimated payments made in 2017**
    - Bring a list of payments made showing amount paid, date paid and check number issued

REGISTERED REPRESENTATIVE  
» Cetera Financial Specialists LLC

INVESTMENT ADVISER REPRESENTATIVE  
» Cetera Investment Advisers LLC

Based on your Data Worksheet answers we may also need:

**If you sold a personal residence:**

- ✓ You need to bring in a copy of the settlement statement from the sale. If you have purchased another personal residence, you also need to bring in the settlement statement from this purchase.
- ✓ If this is your first sale, you need to bring in a copy of the settlement statement from when your personal residence was originally purchased.
- ✓ If you have sold a personal residence before, prior to 1997, you need to bring in a copy of the tax return from the year of the previous sale.
- ✓ In any case, we need to know how much was spent on permanent home improvements during ownership. Totals are fine. We do not need to see receipts or canceled checks. You should keep these as backup in case of an audit.

**If you sold stocks or bonds (NOT US Savings Bonds):**

- ✓ You need to bring in Form 1099B (received in January).
- ✓ You also need to bring in the purchase confirmation (received at the time of purchase).

**If you sold and/or exchanged mutual fund shares:**

- ✓ You need to bring in Form 1099B (received in January).
- ✓ If you received a “cost basis statement” from the mutual fund company, bring this in.
- ✓ If not, you need to bring in the year-end statement for each year you were invested in the fund.

**If you purchased rental property:**

- ✓ You need to bring in a copy of the settlement statement from the purchase.

**If you sold rental property:**

- ✓ You need to bring in a copy of each year's tax return since you began claiming the rental property on your tax return, and the settlement statement from the sale.
- ✓ You also need to bring in a copy of the settlement statement from the purchase and the total amount spent on permanent improvements during ownership.

**If you refinanced and paid points in 2017:**

- ✓ You need to bring in a copy of the settlement statement.