



***Provide the Following:***

1. Your name, spouse's and children (if applicable)
2. Occupation for you and your spouse
3. Address
4. Contact number and email
5. Your date of birth, spouse's and children (if applicable)
6. Social Security number for you, spouse and children (if applicable)
7. Massachusetts Health Care Information Requirement: (***Applicable to Mass Residents Only***: Your insurance provider will issue you Form MA 1099 HC, which highlights the information that the Mass DOR requires)
  - a. Name of Insurance Company
  - b. Insurance Company's Federal Identification Number
  - c. Your subscriber number
8. If refund, Direct Deposit? (***please provide a voided check***)
  - a. Bank Name
  - b. Checking or Savings Account?
  - c. Account Number
  - d. Routing Number

**What to Bring:**

**1. Prior year federal and state income tax returns (***prior 3 years***)**

**2. Any IRS or state notices received**

**3. Current year information**

- W-2, Wages, Salaries
- 1099s Interest and/or dividend income
- 1099 B, Capital gain/loss transactions
- State tax refund 1099
- Alimony received/Paid
- Any self-employed income ( i.e. schedule C income)
- IRA contributions or distributions?
- Rental income

***Itemized deductions:***

- Medical and dental expense paid out of pocket
- Real estate tax
- Personal property tax (i.e. auto or boat excise tax paid)
- If purchased new vehicle, please provide sales tax, excise tax and other fees paid for new cars purchased (after February 16, 2009 and before January 1, 2010).
- Form 1098, home mortgage interest
- Charitable contributions made (cash and non-cash)
- Prior year tax preparation fee

4. Have you purchased or sold a home? If so, please provide the following:

- **If Purchased Home:**
  - Settlement Statement
  - Date purchased (**relevant to determine first-time homebuyer credit**)
  - Points paid, if any
- **If Sold Home:**
  - Settlement Statement
  - Original purchase price of home (settlement statement when purchased, if available)
  - Date purchased
  - Cost of renovations/improvements- pre-sale
- **Have you claimed a first-time homebuyer credit for a home purchased during 2008 (between April 8, 2008 and before January 1, 2009)? If so, you must begin repaying the credit in 2010 (on your 2010 tax return).**

5. Have you replaced any of the following: (windows, external doors, insulation, high efficiency heat pumps, air conditioners, water heaters)? If so, **you may be allowed a 30% residential energy tax credit (maximum of \$1,500 for the two-year period 2009 & 2010)**. Please provide receipts, which highlight what was replaced and the amount paid.

6. Do you pay for child and dependent care expense? Please provide the following for the person or organization that provided the care:

- Name of Provider
- Address
- Identification Number (Social Security Number or Employer Identification Number)
- Amount paid

7. Parent's with college kids, you may qualify for an educational credit. Provide the following:

- If possible, a summary of tuition payments made for the year
- Qualified education expense, include: tuition, student-activity fees and expense for course-related books, supplies, and equipment. These items are included in the educational credit calculation **only** if the fees and expenses **are directly paid to the institution** as a condition of enrollment or attendance.
- **Expense that do not qualify for credit:** insurance, medical expense(student health fees), room & board, transportation.

8. Unemployment Compensation? If you received unemployment payments during 2009, you can **exclude up to \$2,400** from gross income. **Keep in mind, however, that unemployment benefits are taxable.**

9. Any Student loan interest? Provide copy of Form 1098-E, if available

10. Commuter Deduction (**MA only**)? Provide **tolls paid for Fast Lane Pass account** and/or amount paid for **weekly or monthly transit commuter pass for MBTA.**

If you have any questions please contact us at 617-515-3681 or email us at [mk@waterstreettax.com](mailto:mk@waterstreettax.com) or at [tm@waterstreettax.com](mailto:tm@waterstreettax.com)