

WELCOME TO THE 2018 TAX SEASON!

This tax season promises to be unique. It is the first season the IRS reviews returns under the 2017 Tax Cuts and Jobs Act (TCJA), which constitutes the most substantial overhaul to the US Tax Code in several decades. In addition, the record-setting Government Shutdown has left the IRS significantly behind in its preparation for return processing and refund issuance. These factors will combine to make for an interesting spring.

In view of this unique confluence, our firm wants to make this tax season as seamless for you as possible. Below is a Preparation Checklist to assist you with compiling your relevant tax documents. Please review the Checklist and collect any applicable records/documents for relevant items. You can then mail this packet to our office, using the Checklist as a cover sheet to indicate the categories of documents you provided.

You may also schedule an appointment to deliver your 2018 tax packet in-person. We can then meet to discuss how the TCJA will impact your 2018 return. We highly recommend this option if you are self-employed, as the TCJA significantly impacts small business taxation.

Regardless of whether you are a wage-earner or self-employed, we recommend you compile and submit your 2018 Tax Packet as soon as possible. The closer to the deadline we file, the longer it will take the IRS to process. As always, please feel free to call me should you have any questions or concerns heading into tax season.

The 2018 Tax Return deadlines are as follows:

Individual Tax Returns — *April 15th, 2019*

Business Returns (S-Corps, C-Corps and Partnerships) — *March 15th, 2019*

Sincerely,

Stephen A. Burroughs
Georgia Bar # 846726
Britt and Burroughs, Attorneys at Law, LLC

2018 TAX RETURN PREPARATION CHECKLIST

General Information

- Copy of Last Year's Tax Return
- Social Security Numbers for You and Your Spouse
- Educational Expenses for You and Your Spouse
- Dependents' Names, Years of Birth, and Social Security Numbers
- Dependents' Post High School Educational Expenses
- Child Care Expenses for Each Dependent
- Prior Year Adjusted Gross Income (AGI)
- Routing Transmit Number (RTN)
(For direct deposit/debit purposes)
- Bank Account Number (BAN)
(For direct deposit/debit purposes)

Wage and Misc. Taxable Income

- W-2 Form(s) for Wages, Salaries, and Tips
- Interest Income Statements: Form 1099-INT & 1099-OID
- Dividend Income Statements: Form 1099-DIV
- Sales of Stock, Land, etc. for Capital Gains: Form 1099-B
- Sales of Real Estate: Form 1099-S
- State Tax Refunds: Form 1099-G
- Alimony Received or Paid
- Unemployment Compensation Received
- Miscellaneous Income: Form 1099-MISC

Retirement Income

- Retirement Income: Form 1099-R
- Social Security Income and Railroad Retirement Income:
Form SSA-1099

Business Income

- Business Income and Expenses
(Profit/Loss Statement, Balance Sheet, etc.)
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Tax Deductible Miles Traveled for Business Purposes

Tax Credits

- Child Tax Credit
- Child Care Provider Address, I.D. Number and Amounts
Paid for the Child and Dependent Care Credit
- Earned Income Tax Credit (EITC)
- Adoption Expense Information for the Adoption Credit
- Foreign Taxes paid
- First Time Home Buyer Tax Credit

Expenses and Tax Deductions

- Medical Expenses for the Family
- Medical Insurance Paid
- Prescription Medicines and Drugs
- Doctor and Dentist Payments
- Hospital and Nurse Payments
- Tax Deductible Miles Traveled for Medical Purposes
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return
(if claiming itemized deductions)
- Personal Property Taxes Paid
- Charitable Cash Contributions
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Tax Deductible Mileage for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses
- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Last Year's Tax Return Preparation Fee

Tax Estimate Payments

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid