



# ABP Services

8903 W. Sunset  
Wonder Lake, IL 60097  
(815) 728-1996

## CHECKLIST FOR RETURNS

### INCOME: – Bring Original Documents--

- **W-2, 1099-R, 1099-Misc., 1099-SA, Social Security SSA-1099**
- **NEW Law: Bring 1099-K if you receive one.** (if you make sales on internet you may receive this form)
- **W-2G-gambling**, (lower the income save money- bring proof of losses per type of bet per day)
- **1099-A, 1099-C (Cancellation of Debt Income)**
- **1099-G (Unemployment income) & 1099-G State Tax Refund for 2008**
- **Alimony or Maintenance Received** –not Child Support
- **NEW Laws: -Investment Income/Loss documents- Bring all stock documents from Broker including 1099-DIV, 1099-B, 1099-INT, Tax-exempt interest and paperwork regarding purchase & sale of items or COST BASIS from Broker**
- **EIC (Earned Income Credit) bring proof of Child at your residence (school record/registration, doctor bill). Also bring SOCIAL SECURITY CARD** for each child.

### CREDITS and OTHER DOCUMENTS TO BRING:

- **STUDENT RELATED: 1098-T & 1098-E** (tuition & student loan) Also, bring tuition print out from School showing cost and scholarships and what paid for each semester of 2011.
- If **FORECLOSURE OR BANKRUPTCY** Bring Documents -- Can Save you money.
- **Form 1098** for Mortgage Interest.
- **Adoption Credit is refundable** for 2011.
- **0% and 15% Capital Gain Rates are extended** through 2012.
- IRA or ROTH Contributions, 401 K withdrawals, and other Pension information
- HSA – Health Savings Account Information Form **5498-SA** HSA, MSA.
- **Please bring Legal Settlements** and what they are for and how much paid to Lawyer.
- **DAY CARE RECEIPTS** need: *Name, Address, Soc. Sec No. or EIN of Child Care Giver* (amount paid is **per** child); this also applies to all costs for caretaker of disabled/ill individual
- Teachers of K-12! \$250 Deduction is still there this year. Bring receipts.
- **ILLINOIS: School costs for K – 12 Private or Public for tuition, labs, book rental for ages K – 12th grade** (also donation information to Illinois College Savings Plans)(Home School included)for State of IL form.

**\*\*\*If you have your own business or Rental Property, Call me to send you a specific Checklist for your business.\*\*\*\***

## SCHEDULE A: DEDUCTIONS

### HOMEOWNERS DOCUMENTS

Real Estate Taxes: Primary Residence \_\_\_\_\_ 2<sup>nd</sup> Home \_\_\_\_\_ Vacant Lots \_\_\_\_\_  
Real Estate Interest: Mortgage 1<sup>st</sup> \_\_\_\_\_ Mortgage 2<sup>nd</sup> \_\_\_\_\_  
Home Improvement Loan \_\_\_\_\_

**BRING Closing documents if Sold or Bought or Refinanced! (Settlement Statement)**

Charity Contributions: Cash/Check (make sure you have documentation for your records)  
Non Cash Contributions (must attach 1099C for cars, receipt for goods)  
Mileage for non-profit service, or charity donation

Medical Expenses includes:

Health Insurance \_\_\_\_\_ Long Term Care Insurance: \_\_\_\_\_ HSA \_\_\_\_\_  
Prescription Drugs \_\_\_\_\_ Hospital, Labs \_\_\_\_\_ Doctors \_\_\_\_\_ Glasses \_\_\_\_\_  
Medical Transportation and miles traveled for health care & other items

Miscellaneous Deductions:

Union Dues \_\_\_\_\_ Safe Deposit Box Rental \_\_\_\_\_ Professional Travel \_\_\_\_\_  
Employee Business Expenses \_\_\_\_\_ **Must have Mileage Log**

Uniforms \_\_\_\_\_ Tax Prep Fees \_\_\_\_\_ Tools, equipment \_\_\_\_\_  
Professional License or Professional Publications \_\_\_\_\_

Gambling Losses:

Need Proof of Losses per day per type of Gambling

**Write your Reminder Questions for me Here:**