

STOCK / MUTUAL FUND / PROPERTY SALES

Provide all 1099B Forms – Proceeds from Broker and Barter Transactions

- Provide all information regarding BASIS of the items sold
 - BASIS is your cost if you purchased the item sold
 - BASIS could be the value at the time of death if you inherited property
 - BASIS is the donor's cost if you received the item as a gift

If you are unsure of your cost/basis ask your broker for help. If we have to calculate your basis there will be an additional charge.

- For sales of Real Estate please provide all Settlement Statements (also known as HUD Statements or Closing Statements).

CURRENTLY HELD RETIREMENT ACCOUNTS

If you withdrew money from your IRA or converted your regular IRA to a Roth during 2016 we need the value of all retirement accounts as of 12/31/16.

TAXPAYER		SPOUSE	
Account Name	December 31, 2016 Value	Account Name	December 31, 2016 Value

When you reach age 70½ years you must take a Required Minimum Distribution (RMD) from your retirement accounts. The institution where the investment is held should help you with determining the amount to withdraw. If you need our help with this for withdrawals in 2017 we need your values as of 12/31/16.

2016 CONTRIBUTIONS TO IRA, ROTH IRA, SEP, SIMPLE

TAXPAYER			SPOUSE	
Plan	Date	Amount	Date	Amount
Traditional IRA				
Roth IRA				
SEP				
Simple				

You have until April 15, 2017 to make additional contributions for 2016. Please discuss this possibility with your preparer. Bring all 1099Rs regarding withdrawals, transfers, rollovers and Roth IRA conversions to your interview.

ASK YOUR PREPARER ABOUT THE IMPORTANCE OF KNOWING THE BASIS OF YOUR IRA ACCOUNTS