DAVIS CPA & ASSOCIATES LLC
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January 5, 2017

Dear Client,

Happy New Year!

Once again tax season is upon us and we look forward to providing you with a complete and thorough return for this current tax year. In order to file your return by April 18, 2017, **please provide all of your tax information to our office by April 3, 2017**; otherwise, we will file an extension for your 2016 income tax return.

For the 2016 filing season: Please complete the enclosed questionnaire as part of your year-end tax return information, as this will assist us in completing your return timely and accurately. This questionnaire will also be available in the Resources area on our website at **www.daviscpaandassociates.com**. Enclosed you will also find a checklist to follow while gathering your tax information.

For those wishing to complete an Organizer, this form can be downloaded from our website in the Resources area. The organizer is available as both an Excel file and as a PDF. Once you have completed the Organizer, submit a copy of it along with all of the forms that are applicable to your return and any other pertinent information you deem necessary. It may also be helpful for you to look at your previous year's return to help determine what you may need. If you would like us to e-mail a copy of your prior year's completed organizer please send an e-mail request to ken@daviscpaandassociates.com.

In order to expedite the filing process, all of our clients' returns will be submitted electronically. All preparation fees will be due at time of pick up. As always, please feel free to call us with any questions.

Thank you and we look forward to our continued relationship,

Kathy

Kathleen E Davis, CPA

CHECKLIST FOR GATHERING TAX RELATED INFORMATION

INCOME ITEMS

	FORM #	
☐	W-2	Salaries paid to you by your employer
☐	1099-B	Sales of stocks & bonds, brokerage statement
☐	1099-DIV	Dividends Earned
☐	1099-G	Unemployment Compensation and/or State or local refund
☐	1099-INT	Interest income earned
☐	1099-MISC	Self employed earnings or rental income
☐	1099-R	Distributions from IRAs, pensions, annuities
☐	K-1	Earnings from S-Corps, Partnerships, Estates & Trusts

EXPENSE/DEDUCTION ITEMS

☐	1098	Mortgage Interest paid, Points paid
☐		Real Estate taxes paid and dates they were paid. (Important even if you do not itemize)
☐		Contributions/Donations made to charity, cash and/or clothing, etc. **-If more than $250 to a particular charity, you must retain a statement from the charity**
☐		Un-reimbursed medical expenses (doctor, dentist visits, medications, etc.)
☐	1098-T	Tuition and fees for higher education
☐	1099-Q	Payments from a Qualified Education Program
☐	5498-SA	Contribution/Distributions to/from a Health Savings Account

OTHER ITEMS

☐	1095-A 1095-B 1095-C	Health Care Coverage – Health Insurance Statements
☐		Exemption certificates received from HHS giving you an exemption from having health insurance, if applicable
☐		Do you have a new dependent this year? If so please provide full name, date of birth and social security number.
☐		If you want your refund electronically deposited to your bank account please send us a voided check.