

## WHAT TO EXPECT FROM YOUR TAX APPOINTMENT

### WHAT TO BRING

We know that tax time is a stressful time. At Stonebridge Wealth Management, we want to make this an easy, thorough, streamlined process.

When you come for a tax appointment we will ask you for basic demographic information up front. Existing clients will be asked to review our profile that we have on file. New Clients will be asked to fill out a NEW CLIENT FORM. This form is available on the website. If you are a new client, and are not bringing in a pre-filled out form, please come in 10 minutes early for your appointment to take care of this.

Be on time! Because we have so many clients scheduled in a day, we will not take a client who is more than 10 minutes late. If there is a reason for running late (bridge, traffic, etc.) please call the office at 561-355-0881. All meetings are by appointment. During the appointment, you will be asked about your income and then your expenses. If you do not have an item, or a figure, we will give you a list that you can email, fax, or call us with. Our appointments fill in very early in the tax season. **If your appointment is coming, but you are still waiting for information, please keep your appointment.** We probably won't be able to accommodate a new appointment. We will go over everything that you have at that time, and we can then hold your taxes for the further information.

If you have all of your information, chances are good that the taxes will be completed in the time that you are here, and you will leave knowing what you owe, or what your refund is. This number may change. After your appointment, your tax information is reviewed for accuracy. If there was a number entered incorrectly during your tax appointment, upon correction, this may change your total tax.

After this review, your taxes will be printed and processed. Then you will be called to come and pick them up. The vast majority of tax returns are electronically filed, so you (and your spouse) will be asked to sign a Form 8879, which gives us permission to electronically file, as well as allows you to certify the accuracy of the return. **We will need original signatures**

**of these forms.** We can email you the forms ahead of time, and you can either bring signed forms back to the office and pay for your taxes or we can mail the taxes to you, after receiving the signed originals and payment. We take cash, checks and credit cards. We can now take credit card information over the phone. There will be a fee for mailing out the tax package as we always use USPS Priority Mail Service.

After picking up your taxes, we suggest you place the file in a safe place. You will need these forms during the year for mortgage applications, student aid, etc. The paperwork that you bring to the office will be attached in the file. This will include copies of W-2's, mortgage statements, etc. You can request a digital copy of your tax return that we can email to you, for your records.

We work very long hours during tax season, so we like to take vacation time, afterwards, and during the holidays. Many time, clients misplace their tax information and call us for copies because they need them right away. This generally happens when we are out of the office. Be prepared. Keep your tax files secure.

If you ask us for copies of your taxes in a digital format over the phone, we will ask questions to confirm that this is actually you. Also, **we will not send your tax return on to a third party.** If your mortgage broker wants your tax return copy, we will email it to you and you can forward it on.

Again, we want this to be an easy, calm event. If we can do anything to improve your experience, please let us know.

## WHAT TO BRING:

### New Clients:

- Copy of last three tax returns
- Copy of New Client Form
- Everything existing clients bring

### Existing Clients:

- Form W-2's for all jobs
- Form 1099's received
- Bank interest (if over \$10), Dividends and stock sales
- Social Security received, as well as retirement account distributions
- If you bought or sold property, the HUD-1 closing documents for each transaction
- Rental property income and expenses (totals) (See rental expense forms)
- On new rental property, purchase and improvement information
- Business income and expenses (totals) (See common business expenses)
- Any other income, including gambling winnings and K-1's
- Medical expenses (totals) if more than 7.5% of your income
- Property tax and mortgage interest
- Charitable contributions, including letters for cash donations over \$250 and receipts for non-cash (Goodwill, etc.) donations over \$500.
- Daycare name, address and tax ID, as well as amount paid
- If you or your dependent is in college, FORM 1098-T which shows tuition, and the amount spent on books and materials. This form is easily obtained from the school, usually on their website.
- Health insurance info, especially if you purchase from ACA
- Retirement (IRA) contributions
- Anything that comes in the mail that says "IMPORTANT TAX INFORMATION"