

## Year-End Tax Planning Meeting Checklist

Here's a checklist to help you prepare for a comprehensive discussion on your tax situation at your 2017 Year-End Tax Planning Meeting.

**Have you experienced a change in any of the following:**

- Significant change in income including a job change
- Marriage, Divorce, Dependent change
- Significant health expenses (self or dependent)
- Bought or sold a residence
- Bought or sold a business
- Death of spouse or dependent
- Other life circumstances changing income and expenses

**Select any applicable income sources or tax obligations. Please bring forms or documents to help in the planning process.**

- Salary/wages
- Social Security
- IRA withdrawals
- Business-related income
- Interest
- Dividends
- Short-term investments
- Long-term investments
- Other

**Do any of these situations apply to you or your business? If so, please bring forms or documents to help in the planning process.**

- may be able to control income and deductions this year
- subject to taxes resulting from healthcare reform
- could use tax-loss harvesting to offset gains
- subject to taxes on distributions from investments
- subject to the alternative minimum tax (AMT)
- have fully funded education savings accounts
- have or am interested in a retirement plan or an HSA

**Retirement Planning**

- making maximum retirement plan contributions and catch-up provisions, if eligible
- may convert to a Roth IRA during the tax year
- must take required minimum distributions (RMDs) from retirement account(s)
- may make additional contributions to an existing or new retirement plan
- retired this year (2017)
- retiring next year (2018)

**Charitable Giving**

- wish to make a sizable charitable contribution in 2017
- interested in using highly appreciated assets for charitable-giving
- donating funds to family or friend to use for their education
- donating items or products as a business to a qualified charitable organization

**Estate Planning**

- need to review estate planning objectives
- desire to gift assets to children or grandchildren to reduce future estate taxes
- determine whether to fund a child's or grandchild's college education with a tax-deferred plan

**Documents to bring to your year-end planning meeting: (If you have scheduled your planning meeting before these statements arrive, please have an idea of what the records would show in order to help in the planning process.)**

- Copies of your 2015 and 2016 income tax returns
- W-2 from your employer
- Mortgage interest statements (1098)
- Student loan interest statements (1098-E)
- Social Security statement (1099-SSA) and/or retirement distributions (1099-R), if applicable
- Brokerage statements (1099-B) and any statements showing investment purchase/sale dates
- Dividend and interest statements (1099-DIV and 1099-INT and 1099-OID)
- Statements reporting profits from partnerships, trusts and small businesses (K-1)
  - Receipts or proof of:
    - Charitable gifts
    - Medical/dental expenses
    - Education expenses
    - Moving expenses
    - Daycare/childcare costs

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