

MFM FINANCIAL INC.  
TAX COUNSELING & PREPARATION  
1300 N SEMORAN BLVD, SUITE 100  
ORLANDO, FL 32807  
Telephone: 407-770-1710  
[mfmco@netzero.com](mailto:mfmco@netzero.com)    [www.mfmfinancial.com](http://www.mfmfinancial.com)

### Tax Checklist 2013

Dear Client:

Listed below is a helpful checklist to help you organize your tax documents this year, along with some frequently overlooked tax deductions that might help reduce your tax bill. If you have any questions about these or any other tax-related matters, please let us know during the interview conference or when mailing in your information. We look forward to seeing you soon!

**Charitable contributions:** In addition to the usual cash donations that you have made throughout the year, you may be able to deduct the cost of using your vehicle if you volunteer your time or provide a service to a qualified charitable, educational or nonprofit organization.

There are two options available for claiming vehicle expenses and, naturally, the IRS requires you to have “reliable written records” for either method:

To use the standard charitable mileage rate of 14¢ per mile, your records must show the name of the organization, the dates you drove your car for your charitable work and the number of miles driven.

To use the actual vehicle expenses, your records must show the costs of operating your vehicle that directly relate to your volunteer work.

You can also deduct parking fees and tolls regardless of which method is used.

So, if you are a scout leader, a Red Cross volunteer, spend a few hours helping out at the local Food Bank or are actively involved with your religious organization, your vehicle expenses may increase your charitable contribution deduction.

In addition to volunteer miles driven, you may have spent money out of your own pocket within the scope of your volunteer work. These expenses might include office supplies, uniforms, and even travel expenses if you were away from home while performing your charitable service. These documentation requirements for out-of-pocket expenses apply:

*MFM FINANCIAL, Inc.*

*Dedicated to our clients financial well being in the 21st century*

MFM FINANCIAL INC.  
TAX COUNSELING & PREPARATION  
1300 N SEMORAN BLVD, SUITE 100  
ORLANDO, FL 32807  
Telephone: 407-770-1710

[mfmco@netzero.com](mailto:mfmco@netzero.com)    [www.mfmfinancial.com](http://www.mfmfinancial.com)

You must have “adequate records” to prove the amount of the expenses.

You must obtain an acknowledgement from the organization before you file your tax return that contains a description of the services you provide, a statement that says you were not reimbursed for the expenses, and that you receive no tangible (other than religious) benefit from the organization.

The final point under the category of charitable contributions, is simply a reminder regarding noncash contributions: In recent years the IRS has stiffened the required documentation for donations of clothing and other household items to nonprofit organizations like the Salvation Army or the Goodwill Industries. “Three bags of clothing” or “two boxes of books” is not an adequate description of the donated items to claim the deduction. You must have a list of the donated items along with the fair market value you have placed on those items, and some form of receipt or acknowledgement from the organization.

**Medical Expenses:** In addition to the usual deductions for out-of-pocket medical expenses like prescriptions, copays, dental work and glasses, you may also be able to deduct the amount that you pay for medical insurance premiums. The deduction is not just limited to medical, hospitalization and prescription plans, it can also include dental, optical (including contact lens replacement coverage), and certain qualified long-term care plans. Also, the amounts you pay for Medicare Part B and D, and in some cases, Part A, are also deductible insurance premiums. As with the deduction for charitable miles, there is also a deduction for medical miles and the same two choices apply: the standard medical mileage rate or actual expenses. You can also deduct parking fees and tolls regardless of which method is used for car expenses.

*MFM FINANCIAL, Inc.*

*Dedicated to our clients financial well being in the 21st century*

MFM FINANCIAL INC.  
TAX COUNSELING & PREPARATION  
1300 N SEMORAN BLVD, SUITE 100  
ORLANDO, FL 32807  
Telephone: 407-770-1710  
[mfmco@netzero.com](mailto:mfmco@netzero.com)    [www.mfmfinancial.com](http://www.mfmfinancial.com)

## Helpful Tax Checklist

**This form can be used to assist you in gathering your income tax information. Use it as a guide for information you need to provide. Any questions, please call or e-mail us.**

### GENERAL INFORMATION:

- First, middle initial, and last names of taxpayers and dependents as written on the Social Security cards, and dates of birth for taxpayers and all dependents, *especially* new dependents.
- Address, (city, state, zip), telephone number, and e-mail address.
- Marital Status: Single \_\_\_ Married \_\_\_ Head of Household \_\_\_ Separated \_\_\_
- Number of Dependents: \_\_\_ Did any dependents have any income? Yes \_\_\_ No \_\_\_
- Do all dependents live with you?      Yes \_\_\_ No \_\_\_

### TYPES OF INCOME:

- Wages - All W-2's
- Pensions/Retirements - 1099-R
- Social Security - SSA-1099
- Bank Interest - 1099-INT
- Dividends - 1099-DIV
- Commissions - 1099-MISC
- Tips and Gratuities  
Other
- Sales of Stock, Mutual Funds - 1099-B
- Income from Rentals - All 1099-MISC
- Business Income - All 1099-MISC
- Farm Income
- Alimony Received - Total amount
- Unemployment - 1099-G
- State Tax Refund - 1099-G
- Miscellaneous - Jury Duty, Gambling,

*MFM FINANCIAL, Inc.*

*Dedicated to our clients financial well being in the 21st century*

MFM FINANCIAL INC.  
TAX COUNSELING & PREPARATION  
1300 N SEMORAN BLVD, SUITE 100  
ORLANDO, FL 32807  
Telephone: 407-770-1710

[mfmco@netzero.com](mailto:mfmco@netzero.com) [www.mfmfinancial.com](http://www.mfmfinancial.com)

**BUSINESS INCOME & EXPENSE ITEMS:** This list is not all encompassing. If you don't see an expense listed below, ask.

Total (Gross) Income	Advertising	Auto: Parking &Tolls
Business Phone Expense	Cell Phone Expense	Subcontractors
Commissions Paid	Insurance	Interest Paid
General Office Expense	Rent/Lease Fees Paid	Legal or Professional Fees
Repairs	Cleaning/Maintenance	Dues & Publications
Equipment/Supplies Paid	Tools	License Fees/Taxes
Utilities	Education Expense	Association Dues
Bank/Credit Card Fees	Postage	Meals/Entertainment
Business Miles & Total Miles	Asset Purchases	Hotel/Travel Expense

**ADDITIONAL ITEMS FOR RENTAL PROPERTIES:**

Keys	Condo/PUD Fees	Management Fees
Mortgage Statements	Yard Work	Termite Treatment Expense
Utilities	Mileage/Travel	Other

**DEDUCTIONS/CREDITS TO INCOME:**

Self-employed Health Insurance	IRAs /Keogh/SEPs	Student Loan Interest
Medical Savings Account	Teacher Expense	Child Tax Credit
Penalty on Early Withdrawal of Savings		Foreign Tax Paid
American Opportunity/HOPE/Lifetime Learning Expenses		Adoption Expenses

*MFM FINANCIAL, Inc.*

*Dedicated to our clients financial well being in the 21st century*

MFM FINANCIAL INC.  
TAX COUNSELING & PREPARATION  
1300 N SEMORAN BLVD, SUITE 100  
ORLANDO, FL 32807  
Telephone: 407-770-1710

[mfmco@netzero.com](mailto:mfmco@netzero.com)    [www.mfmfinancial.com](http://www.mfmfinancial.com)

\* Total Alimony Paid: Must have name and Social Security number of recipient, and amount paid.

\* Child Care/Day Care Credit: Must have name, address, Social Security number or EIN of provider, and amount paid.

**ESTIMATED TAXES PAID:**

Date payment was made, and the amount paid for each Federal and State quarterly tax estimate.

**ITEMIZED DEDUCTIONS:**

**MEDICAL**

Medical & Dental bills Lenses	Prescriptions	Glasses/Contact
Out-of-pocket expenses	Medical miles	Lab fees
Hearing Aids	Medical/dental/long term care insurance	

**TAXES**

Prior year state tax paid	City/local tax	Sales tax
Real estate tax	Personal property tax	Other

**CHARITABLE CONTRIBUTIONS**

Church	Boy/Girl Scouts	United Way/CFC
March of Dimes	American Heart	Easter Seals
Red Cross	MDA/MS	YWCA/YMCA
Salvation Army	FoodBank	Payroll deductions
Out-of-pocket Volunteer Expenses	Charitable miles	Other

List and Fair Market Value of household goods and clothing items given to Charitable Organizations.

*MFM FINANCIAL, Inc.*

*Dedicated to our clients financial well being in the 21st century*