bryan, russell & associates, p.c.

certified public accountants

44990 Heydenreich Rd, Ste A, Clinton Twp, MI 48038   Phone: 586-493-0900 Fax: 586-493-0901

www.brasscpa.com

2016 TAX DATA SHEET

	Taxpayer (Husband)		Taxpayer (wife)
Name:			
Soc. Sec. No.:			
Occupation:			
Birth Date:			
Home Address:			City, St, Zip
Home Phone:	Business Phone:		Business Phone:
School District:	Email:	Cell #:	Fax #:

CHILDREN and/or DEPENDENTS

First & Last Name	Soc. Sec. No.	Relationship	Birth date	Months at home	Dependents income plus Soc. Sec.	Support Amount you paid	Support Amount others paid

FOR 2016 INCOME TAX RETURNS

Enclosed please find your 2016 personal income tax worksheets. Please mail, drop off, email or upload the completed forms as soon as possible. We have a secure portal available to upload your documents. If you choose to use the secure portal, please register at www.brasscpa.com then call the office to advise us of your registration.

If you require a personal interview, call our office as soon as possible to schedule your appointment. We will have to apply for an extension of time to file your tax return if your data is received in our office after **March 21, 2017. If you would like us to file an extension for you, we will need to hear from you by April 11, 2017.**

Our firm will be electronically filing all of our clients federal and state income tax returns. In order to file your return electronically e-file you will be supplied a form 8879 with your return that must be signed by the taxpayer(s) and returned to our office as soon as possible. **Your tax return will not be filed if form 8879 is not signed and returned. Please notify us if you would prefer not to e-file.**

We would like to take this opportunity to thank you for your patronage. If we can be of any assistance to your friends or relatives, please feel free to contact our office. You may receive a credit toward your return if they become a client. Also, please visit our WEBSITE at www.brasscpa.com for more helpful information.

Sincerely,

Daniel B. Muzljakovich, Owner, C.P.A.

January, 2017

SMALL & NEW BUSINESS START UP SPECIALISTS!
Call us for more information on starting your new business.

Personal Income Tax Information Sheet for 2016

Privacy Policy - ***We collect nonpublic information about you from data received from you on applications, worksheets, other forms, and consumer reporting agency. We do not disclose any nonpublic personal past or present information about you to anyone, except as required by law. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.***

Complete the following checklist of items needed for the preparation of your tax return:
(PLEASE FILL IN BLANKS AS NECESSARY)

- If this is your first year with us, please bring a copy of your tax returns for 2015 and 2014
- All W-2 Forms (wages) and all 1099 Forms (1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for IRA/retirement plan withdrawals, 1099-G for state tax refund, unemployment compensation, gambling, SSA-1099 for Social Security and 1099-MISC for commissions and fees.)
- **Form 1095 Health Care Statements**
- **Did you have minimum health coverage for all members on your return? Y_______ N _______**
  If no, please give a list of dates not covered for each person claimed on the return.
- Form 1098-T Tuition Statements and book costs
- Furnish detail of income and expenses paid during 2016 for self-employed business, rental income, and farming.
  (include forms 1099-MISC and forms 1099-K if any)
  (Please call our office for a special form that will help you organize these expenses if needed)
- Unreimbursed expenses for an employee
- Divorce decree, if applicable, Alimony received______________, Alimony Paid_______________
- If you sold real estate, stock or a mutual fund during the year:
  ~ For stock sale, brokers buy and sell slips (Reported on Form 1099-B)
  ~ For home sale, closing statements for home sold and for new home purchased. (Reported on Form 1099-S)
  ~ Listing of Improvements for the home sold
  ~ For land, closing statements at time of purchase and at time of sale and any expenses for improvements.
- Schedule K-1 for partnerships, S corporations, estates or trusts.
- If you refinanced your home or other property this year, a copy of your closing statement.
- Have you, or do you plan to contribute to a Roth or Traditional IRA, SEP, Keogh or SIMPLE plan for 2016? _______________
- Did you roll over any amounts from a retirement account in 2016 or did you do a ROTH Conversion? ________________
- Are you over 70 1/2? Are you aware of required minimum distribution rules for IRA owners?
- Do you have any foreign financial assets? (Bank accounts, stocks, Etc.)
- Amounts you or your spouse received for:

Tip Income _________________________	Workers Comp ______________________
Alimony __________________________	Sick Pay ______________________
Disability Pay _______________________	Child Support __________________
Social Security for Children ____________________________	Veteran's & Disability% __________________

- Do you owe any Michigan Sales Tax on internet purchases? No___Yes___ Amount of Purchases $____________________
- Have you purchased any new energy efficient vehicles(New Fuel Cell Vehicle), appliances, or performed any home improvements during 2016? NO________ YES ________ (If yes, please bring receipts. Lifetime cap of $500.00 except $200.00 for windows.)
- If you expect to receive an Earned Income Credit (EIC). The new law requires us to see copies of your qualifying children's Birth Certificates and Social Security cards plus school or Doctors records to show they live with you.
- Did you receive a $7,500 (or less) new home buyer credit in 2008? _____ (Also , please bring in IRS form you received)
- MI Home Heating Credit- Heating cost for 2016 season (November 1, 2015 thru October 31, 2016) $_____________________
- Home real estate tax bills for 2016 (paid or not, we will need information on taxable value, assessed taxes, etc.)
  Taxable Value _______________ Summer '16 Assessed__________________ Winter '16 Assessed________________

The following information will be required if you plan on itemizing your deductions. The standard deductions are as follows: Married filing jointly ($12,600), Married filing separate and single filers ($6,300), and head of household ($9,300). Please be advised that that paid bills and cancelled checks claimed as deductions must be kept for a period of at least 3 years to comply with tax regulations and audit procedures. DO NOT CLAIM as deductions any bills that have not actually been paid within the calendar year of 2016. Paid bills and cancelled checks claimed as deductions must be kept for a period of at least 3 years to comply with tax regulations.

MEDICAL EXPENSES	AMOUNT
AMOUNT PAID FOR MEDICINE OR A DRUG ARE QUALIFIED MEDICAL EXPENSES ONLY IF THE MEDICINE OR DRUG IS A PRESCRIBED DRUG OR INSULIN	
Health Insur. Prem (also Cobra):	
Prescription Drugs:	
Long-Term Care Insurance Premium: TP:	
SP:	
Long Term Expenses:	
# of Medical Miles (.19)	
Doctors & Dentists:	
Lodging:	
Hospitals, Ambulance, Etc.:	
Lab tests, Therapy, X-Rays:	
Eyeglass, Contact Lenses:	
Prescribed Equip, hearing aids:	
Insurance Reimbursement:	
Other:	

TAXES	AMOUNT
Real Estate Taxes (bring bills)	
Residence:	
License Plate Fees	
Other	
Sales Tax paid on Major purchases	

INTEREST EXPENSES	AMOUNT
Main Home (Form 1098):	
Second Home (Form 1098):	
Loan Points (bring statement):	
Home Equity Loan:	
Investment Interest:	
Mortgage Ins. Prem pd in '16	
Other:	

CONTRIBUTIONS	AMOUNT
New Rules require the taxpayer to have both statements and canceled checks to qualify as an itemized deduction.	
Cash or check contributions:	
Churches, synagogues, etc.:	
Other:	
(please provide receipts for donations)	

NON-CASH CONTRIBUTIONS	AMOUNT
# of charitable miles driven (.14):	
Fair Market Value - Clothing or household items must be in good used condition or better:	
*Special form required for non-cash contributions that exceed $500.	
Goodwill	
Salvation Army	
Other:	

MISCELLANEOUS	AMOUNT
Union & professional dues:	
Tax preparation fees:	
Licenses:	
Safe deposit box:	
Safety equipment:	
Tools/job supplies:	
Uniforms/ maintenance:	
Job seeking expenses:	
Investment Expenses:	
Job Education Expenses:	
Other:	
Gambling Losses:	

OTHER INFORMATION:	AMOUNT
Educator expenses:(teachers)	
Student loan interest: Form 1098-E	
Education expenses (tuition, fees, books) paid on behalf of yourself, spouse or a dependent. For Credit provide forms from the school.	
Alimony Paid to:(name) ______________ SSN: AMT:	
RENT PAID IN 2016 **Name:_____________________________** **$_________per month for ______months**	

BUSINESS MILEAGE EXPENSE - *if applicable*

Vehicle #1 2016 miles:

Vehicle #2 2016 miles:

For Automobile expenses claimed provide:

Vehicle #1 - Year & Model_________________________Date Purchased_______________Date in Service____________

Vehicle #2 - Year & Model_________________________Date Purchased_______________Date in Service____________

To use actual expenses, attach list for fuel, maintenance, repairs, insurance, washes, license tabs and parking expenses.

For 2016: The mileage rate is 54.0 cents per mile

For 2015: The mileage rate is 57.5 cents per mile

For 2014: The mileage rate is 56.0 cents per mile

NOTE: FOR 2017, THE MILEAGE RATE WILL BE 53.5 CENTS PER MILE

ESTIMATED TAX PAYMENTS MADE FOR 2016 (must complete or send cancelled checks for reference)

	FEDERAL		STATE		CITY	
Qtr - Date due	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid
1st - 4/18/16	$		$		$	
2nd - 6/15/16	$		$		$	
3rd - 9/15/16	$		$		$	
4th - 1/15/17	$		$		$	

2016 TAX CHANGES:

• Please see our web-site **www.brasscpa.com** for the latest tax updates and information.

Direct Deposit and Electronic Withdrawal Account Information

The IRS allows refunds to be deposited into your financial institution account, regardless of the means used to file the return. For balance due returns filed electronically, the entire amount due can be paid using electronic withdrawal. If you would like to have your refund deposited directly into your account or pay a balance due by using an electronic withdrawal, please complete the following information:

(To properly file your return with the IRS, PLEASE ATTACH A VOIDED CHECK, or a copy of a monthly statement for your account.)

Owner of Account: (check one) Taxpayer__________ Spouse __________ Joint__________

Select Type of Account: (check one) Savings __________ Checking __________

Name of Financial Institution:____

Financial Institution routing transit number____

(use the routing number from a check , not a deposit slip. They can be different.
Routing transit numbers must begin with 01 through 12 or 21 through 32)

Your account number ____

Do you want your refund directly deposited into your financial institution account? (Circle one) YES NO
IRS refunds can be deposited to more than one account if requested.

If you are filing a balance due return electronically, do you want to pay the amount due using an electronic withdrawal? (Circle one) YES NO

What amount do you want withdrawn if not the entire balance due? ___________________________

What date do you want the withdrawal? _______________________________ (mm/dd/yy)

PLEASE NOTE:

If you do not file and pay your taxes dues by April 18, 2017, you will owe penalties and interest.

Failure to file:

If you file your tax return after the deadline, and you did not get an extension, then you will be assessed a penalty of 5% of your balance due per month. The failure-to-file penalty amount will be reduced by the amount you owe for failure-to-pay. The maximum amount you will owe for filing late will be 25% of your unpaid taxes. If you file more than 60 days late, your minimum failure-to-file penalty will be 100% of your unpaid taxes or $205 (whichever is smaller).

Failure to pay:

If you do not pay the full amount you owe by April 18, 2017, even if you file an extension, you will be assessed a penalty of 0.5% of your balance due per month. The amount of your failure-to-pay penalty will not exceed 25% of your back taxes.

INTEREST:

Additionally, if you do not pay your full balance due, you will also owe interest on the unpaid amount. The interest rate is set quarterly by the federal government. The current interest rate for underpayment of taxes is 4%.

ANY OTHER INFO? - Please list any additional info here or attach your worksheets as needed…