

Name _____

Date _____

This is our COVER SHEET CHECKLIST. Please have this sheet on top of your documents.

Put a checkmark by the documents you will be including in your tax packet:

- ☐ Client Drop Off/Portal Form (short or long form). This form is required. Make sure you fill out everything that applies to you and sign the bottom of page. If this form is missing your return processing will be delayed.
- ☐ Dependent Form if you have dependents. Please fill out fully. Check all yes/no boxes. Must be done every year. **Must provide proof of residency for each child.**
- ☐ W-2(s) from your employer(s), How many W2s do you have? ____ **If you moved, let us know which W-2 applies to each address. Give actual dates if you had the same job at two different addresses.** Date of move: _____
- ☐ W2G for Gambling winnings,
- ☐ 1099-R Distribution from a retirement account(s),
- ☐ 1099-DIV (dividends) and 1099-INT (interest)
- ☐ 1099-G Unemployment and state refunds, (Don't forget this form if you took unemployment this year. It is taxable.)
- ☐ 1099-MISC for rental income
- ☐ 1099-NEC for self-employed/independent contractor income
- ☐ 1099-SSA form for Social Security received,
- ☐ 1098 Mortgage Interest Statement,
- ☐ Property Tax bill (if not escrowed in mortgage),
- ☐ 1098-E Student Loan Interest Statement,
- ☐ 1098-T College or Graduate School Statement, (get this from the college website. Required for the education credit)
Also attach Bursar's statement.
- ☐ 1099-B forms for brokerage trades: stocks/bonds,
- ☐ K-1 forms from partnership, S-Corporation, or trust,
- ☐ 1095-A for health insurance bought on exchange (ObamaCare, ACA),
- ☐ 1099-C if you had any debt forgiven
- ☐ 1099 SA if you have HSA Health Savings Account.
- ☐ **Please prepare all required tax returns including our required city tax return.**

Send us your packet by:

1. **Mail:** Otermat Bookkeeping and Tax Services, 114 W. Madison Street, Gibsonburg OH 43431
2. **Portal:** Upload your documents to our secure client portal. Please try to upload all your documents at once or in small batches. Please contact our office at 419-333-1040 to verify email and get a temporary password good for 48 hours. The email will be from obt@atomanager.com with the subject line "Password Reset." When you log in, you will have to change the password immediately. **If you used the portal last year and have your password, you do not need to do this step.** We cannot see your password.
3. **Drop Off:** Drop Off Monday-Friday 10 a.m. to 7 p.m. and Saturday 10 a.m. to 5 p.m. (February) 10 a.m. to 2 p.m. (March).
4. **Appointments:** Call to schedule. Same hours as drop off above.

Additional Info: