Daniele & Associates LLC
66 Cedar St, Suite 303
Newington, CT 06111
860.666.5942 P
860.667.1663 F
www.myDGLM.com

D|G
L|M

DOCUMENT SUBMISSION INSTRUCTIONS:

- **Documents:** Gather all required documents, using either your Tax Organizer or Document Checklist as a guide. Include the guide you used within your document package; feel free to include any notes or necessary explanations of documents included. Remember, when in doubt, it is best to include a questionable document and let your accountant determine if it is necessary.

- **Engagement Letter:** A letter has been included with this email. However, you may also visit us online at www.myDGLM.com to electronically sign, or download and print, the appropriate Engagement Letter. Signed Engagement Letters are required prior to electronically submitting your returns to the Federal or State taxing authorities.

- **Submission:** You have 3 submission methods to choose from:
    1. Please visit us online at www.myDGLM.com to sign into our secure ShareFile system where you may download and upload your 2017 documents anytime, 24 hours per day. If you have never used our secure portal, you may request access directly through the website.
    2. You may mail in your documents (we do suggest tracking your document package), or
    3. You may drop off your document package during our extended office hours February 1, 2018 through March 31, 2018:

Monday – Friday 8:30am – 7:00pm

Saturdays 8:30am – 5:00pm

Daniele & Associates, LLC
66 Cedar Street
Newington, CT. 06111
860-666-5942
860-667-1663 Fax
www.myDGLM.com

YEAR-END DOCUMENT PREPARATION CHECKLIST

- ❑ Review your 2016 return to prepare your information for the 2017 return.
- ❑ Sign 2017 Tax Year Engagement Letter
- ❑ W-2, 1099, interest, dividends, pension, and miscellaneous income.
- ❑ Unemployment and Social Security income.
- ❑ All investment year-end broker statements, management and 1099's.
- ❑ Children; date of birth and Social Security number (Mandatory).
- ❑ Sale of stocks; Purchase and Sale slips.
- ❑ Documents for Purchase and Sale of residence.
- ❑ Documents for Purchase and Sale of commercial real estate.
- ❑ 2017 estimated tax payments to the IRS and State.
- ❑ Forms K-1 for partnership, S corporations & trusts.
- ❑ If self-employed; business income and expenses.
- ❑ Rental property income and expenses.
- ❑ If W-2 employed; list of unreimbursed employee business expenses (if applicable).
- ❑ Itemized Deductions:
  - Medical expenses paid net of insurance reimbursement
  - House taxes
  - Car taxes
  - State income tax paid
  - Mortgage interest
  - Charitable contributions*

***Charitable contributions of any amount are no longer deductible unless you have a proper receipt. Please see below to determine the proper receipt/documentation required for your contribution type.**

Monetary Contribution (<$250) Contributions Made in Cash, by Check, Debit or Credit Card	**Receipt Requirements** Name of Charity, Date and Amount of Contribution Cancelled Check or Other Bank Record
Monetary Contribution (>$250) Contributions Made in Cash, by Check, Debit or Credit Card	**Receipt Requirements** Name of Charity, Date and Amount of Contribution Cancelled Check or Other Bank Record Statement as to whether you received anything in return for your contribution.
Contributions of Vehicles, Boats or Airplanes (>$500)	**Form 1098-C**
Contributions of Clothing or Household Items	**Only items in "good used condition or better" may be an allowable deduction**

Daniele & Associates, LLC
66 Cedar Street
Newington, CT. 06111
860-666-5942
860-667-1663 Fax
www.myDGLM.com

HEALTH INSURANCE DISCLAIMER

Please select the appropriate response for calendar year 2017:

I maintained a qualified health insurance plan for myself and any other taxpayer I could or did claim as a dependent on my tax return for all for 2017 and if my plan was maintained through an exchange, I will provide documentation to your office via Form 1095-A.

_____ YES   _____ NO

If I was not covered for any month I will indicate below the month I did not maintain a qualified health insurance plan for myself and any other taxpayer I could or did claim as a dependent on my tax return for all of 2017. I did not maintain a qualified health insurance plan for the following months of:

I have health coverage exemption from the responsibility of having a qualified health insurance plan for myself and any other taxpayer I could or did claim as a dependent on my tax return for all of 2017

_____ YES   _____ NO

Please state the reason you are exempt:

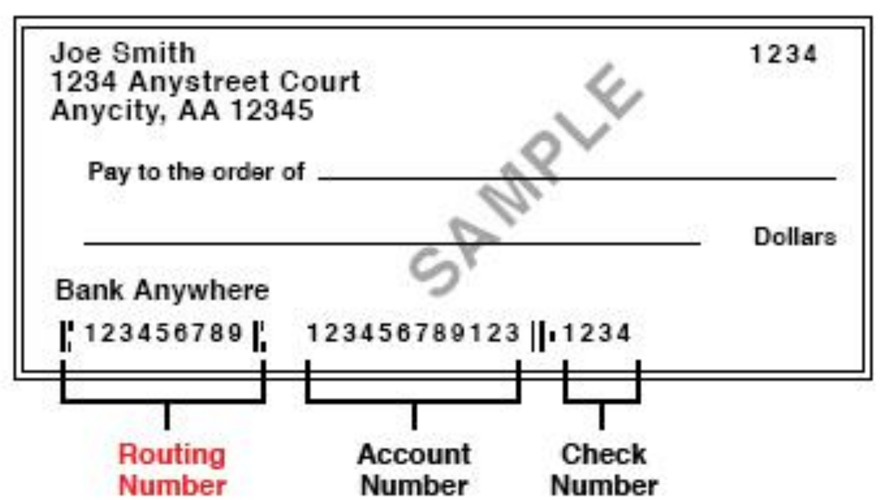
Daniele & Associates, LLC
66 Cedar Street
Newington, CT. 06111
860-666-5942
860-667-1663 Fax
www.myDGLM.com

PAYMENT INFORMATION AND AUTHORIZATION FORM

DIRECT DEPOSIT AUTHORIZATION – REFUND DEPOSITS

This document provides the bank account information you would like your Federal and State Tax Refund(s) deposited to. This information will be kept strictly confidential and will only be used to provide deposit information to the Federal and State Taxing Authorities. This information does not authorize any party to withdraw funds in any amount from your bank account.

Name(s) on Tax Returns	
Name(s) on Bank Account	
Bank Name	
Routing Number	Account Number
Account Type	❑ Checking ❑ Savings
Signature	
Date	



Daniele & Associates, LLC
66 Cedar Street
Newington, CT. 06111
860-666-5942
860-667-1663 Fax
www.myDGLM.com

ELECTRONIC PAYMENT OPTIONS

The following information is being provided as a courtesy. We are not advising your utilization of any specific method of payment. The IRS uses standard service providers and business/commercial card networks and states that the following providers are recommended.

FEES AND INFORMATION

PROCESSOR	DEBIT CARD TYPES	CREDIT CARD TYPES	DIGITAL WALLET
www.Pay1040.com (Link2GovCorporation) 888-729-1040 Payment 888-658-5465 Service International Non Toll-Free 1-501-748-8507 Live Operator	Visa MasterCard Discover Star Pulse NYCE	Visa MasterCard Discover American Express	Visa Checkout MasterPass AMEX Express Checkout
Processing Fees (as of 9/22/17)	$2.65 flat fee	1.98% fee Minimum fee $2.69	See debit or credit card fees
www.PayUSAtax.com (WorldPay US, Inc.) 844-729-8298 Payment 855-508-0159 Live Operator 844-825-8729 Service International Non Toll-Free 1-615-550-1491 Payments 1-615-942-1141 Live Operator 1-615-550-1492 Service	Visa MasterCard Discover Star Pulse NYCE Accel	Visa MasterCard Discover American Express PayPal Credit	Visa Checkout MasterPass
Processing Fees (as of 9/22/17)	$2.59 flat fee	1.87% fee Minimum fee $2.59	See debit or credit card fees
www.OfficialPayments.com/fed (Official Payments) 888-872-9829 Payment 877-754-4420 Live Operator 877-754-4413 Service International Non Toll-Free 1-334-521-3842 Payment	Visa MasterCard Discover Star Pulse NYCE	Visa MasterCard Discover American Express	Visa Checkout
Processing Fees (as of 9/22/17)	$2.25 flat fee ($3.95 flat fee for payments over $1,000)	2.00% fee Minimum fee $2.50	See debit or credit card fees

Daniele & Associates, LLC
66 Cedar Street
Newington, CT. 06111
860-666-5942
860-667-1663 Fax
www.myDGLM.com

MAKING A DEBIT OR CREDIT CARD PAYMENT? PLEASE READ THE FOLLOWING:

- Fees may differ from those in the table above at the time your payment is processed. Fees are at the sole discretion of the processor.
- Not all IRS tax forms are eligible for payment by credit or debit card, and there are limits on how often you can make individual and business payments. Visit the frequency limit table by type of tax payment for details.
- High balance payments of $100,000+ may require coordination with your provider.
- You usually can't cancel payments.
- You can't make Federal Tax Deposits.
- You can't get an immediate release of a Federal Tax Lien. Refer to Publication 1468, Guidelines for Processing Notice of Federal Tax Lien Documents, for payment options.
- This form of payment eliminates your need for a voucher.
- Your card statement will list this payment as "United States Treasury Tax Payment." The convenience fee paid to your provider will be listed as "Tax Payment Convenience Fee" or something similar.
  - → The fee may be deductible for personal tax types as a miscellaneous itemized deduction. For business tax types, the fee is a deductible business expense.
- If you overpaid, IRS will refund it after the return is processed, excepting offsets or debt on your account.

For more information on other electronic payment options, please visit the Payments Home Page at:

https://www.irs.gov/payments