



Tax Season Checklist for Literary Agents

Marcum & Kliegman LLP | Certified Public Accountants & Consultants | Literary Services GroupSM



Robert M. Pesce, CPA

Robert M. Pesce, Jr. is a Partner at Marcum & Kliegman LLP and head of the Literary Services Group. He specializes in providing accounting and consulting services to authors, literary agents and publishers.

Direct Dial (212) 981-3016
Email rpesce@mkllp.com

New York
Tel (212) 981-3000
655 Third Ave., 16th Floor
New York, NY 10017

Melville
Tel (631) 414-4000
10 Melville Park Road
Melville, NY 11747

Greenwich
Tel (203) 861-9700
115 E. Putnam Ave.
Greenwich, CT 06830

Riverhead
Tel (631) 208-1600
400 West Main Street
Riverhead, NY 11901

Grand Cayman
Cayman Corporate Centre
27 Hospital Road
P.O. Box 1748
George Town, Grand Cayman
Cayman Islands BWI

Email: literary@mkllp.com

Web: www.mkllp.com

THERE'S SOMETHING about a new year that makes all of us want to get a fresh start. And with March 15th and April 15th just around the corner, we thought we'd offer you a Preparation Checklist to help you get organized for your income tax returns and start the new year right. The following has been designed as your personal guide to compiling your tax documents. It is not a legal document. It may, however, save you time and remind you which tax documents you've accumulated throughout the year.

PERSONAL DATA

- Social Security Numbers (including spouse and children)
- Child care provider : Name, address and tax I.D. or Social Security Number
- Alimony paid: Social Security Number of recipient

EMPLOYMENT & INCOME DATA

- W-2 forms
- Unemployment compensation: Forms 1099-G
- Miscellaneous income including rent: Forms 1099-MISC
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security benefits
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- State and local income tax refunds: Form 1099-G

FINANCIAL ASSETS

- Interest income statements: Form 1099-INT
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B (with original cost basis of any stocks or bonds sold)

HOMEOWNER/RENTER DATA

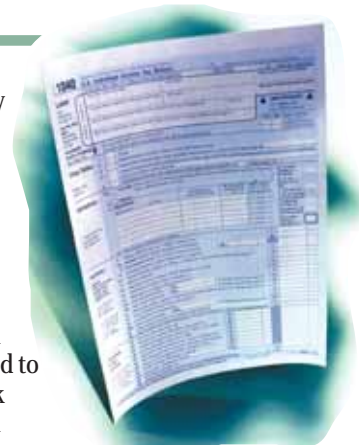
- Mortgage interest: Form 1098
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses

FINANCIAL LIABILITIES

- Auto loans and leases (account numbers and car value) if vehicle is used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

EXPENSES

- Gifts to charity (qualified written statement from a charity for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed business expenses (travel expenses, entertainment, subscriptions, etc.)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- College tuition expenses for yourself or dependents
- Child care expenses
- Adoption expenses
- Tax return preparation expenses and fees



SELF-EMPLOYMENT DATA

- Business income: Forms 1099-MISC and/or own records
- Business-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

MISCELLANEOUS TAX DOCUMENTS

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions.
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable
- Foreign taxes



Robert M. Pesce, Jr. is a Partner at Marcum & Kliegman LLP's Literary Services Group. He specializes in providing accounting and consulting services to artists, authors, agents and publishers. For more information, please contact Robert at Marcum & Kliegman LLP's New York City office at 212-981-3016 or rpesce@mkllp.com.