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***R.C.'s Financial Services*...servicing the world since 1987**  
Specializing in Bookkeeping, Financial Planning, Notary Services and Taxes

**IN ORDER TO HAVE YOUR TAXES FILED AT R.C. FINANCIAL SERVICES YOU MUST HAVE:**

**INCOME:**

**W-2'S FOR ALL JOB HELD!  
W-2G FOR GAMBLING WINNING!  
1099R FOR MONEY TAKEN FROM RETIRMENT!  
1099B FOR STOCKS SOLD!**

**DEDUCTIONS:**

**MEDICAL BILL AND PRESCRIPTIONS RECEIPTS TOTAL UP.  
PROPERTY TAXES. AD VALOREM. NEW CAR SALES RECEIPT.  
MORTGAGE-INTEREST. POINTS  
SETTLEMENT STATEMENT<sup>(NEW HOME PURCHASES)</sup>  
CHURCH STATEMENT FOR OFFERING. GOODWILL LIST/CARD  
REIMBURSEMENT POLICY FOR JOB EXPENSES.  
LOGS, TOLL, TOOLS, UNIFORMS, CELL PHONE,SUPPLIES.  
CHILDCARE RECEIPTS.**

Should you have any questions or concerns, please feel free to contact our office or fax any written requests to the above referenced number.

Sincerely,

*Rickie Clements*

Rickie Clements  
R.C.'s Financial Services