

Tax Preparation Checklist

Before your appointment go through the following checklist. Highlight the areas that apply to you and make sure you have that information available. Hint: attach this list to a folder and check items off as you add them.

Personal Information

- Social Security numbers and dates of birth for you, your spouse, and any dependents
- If new client: copies of last year's tax return
- If requesting direct deposit: your bank account and routing number

Income Information

- Forms:**
 - W-2** Employer income forms for you and your spouse
 - 1099-G** Unemployment income or state/local tax refunds
 - 1099-R** Distributions from IRA's or retirement plans
 - SSA-1099** Social Security benefits received
 - 1099-MISC** Independent contractor work (you and your spouse)
 - 1099-S** Income from sale of a property
 - 1099-C** For cancellation of debt
 - 1099** (-INT, -DIV) Interest and Dividends
 - K-1's** Investment or interest income
 - 1099-B** Sale of investments
 - 6252** Prior year installment sale
- Alimony received
- Business or farming income: profit/loss statement, equipment information
- Rental property income and expenses
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Deductions and Credits

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements
- Records of Medical Savings Account (MSA) contributions
- Records of moving expenses
- Self-employed health insurance payment records
- Child care costs: provider's name, address, tax ID, and amount paid
- Alimony paid

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Deductions and Credits (for Itemized Returns):

- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment income expenses
- Charitable donations: cash, charity receipts, value of donated property, miles driven
- Medical and dental expense records (including miles driven)
- Casualty and theft losses: amount of damage, insurance reimbursements
- Miscellaneous tax deductions: union dues; unreimbursed employee expenses
- Records of home business expenses, home size/office size, home expenses
- Gambling losses

Taxes you've paid

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes

Other information

- Estimated tax payments made during the year
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information

Note: Please DO NOT bring or drop off unopened (mailed) tax documents