

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

Tax Preparation Checklist

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

