

Tax Preparation Checklist (Print this page)

Use this checklist to help you gather your important tax information. You can avoid multiple trips to our office by gathering all of the information before your first visit.

Personal Data

- ____ Name, Address, Phone number
- ____ Date of birth (including dependents)
- ____ 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
- ____ Employment & Income Data
- ____ W-2 forms for this year
- ____ Unemployment compensation: Forms 1099-G
- ____ Miscellaneous income including rent: Forms 1099-MISC
- ____ Pensions and annuities: Forms 1099-R
- ____ Social Security income SSA-1099
- ____ Alimony received
- ____ Jury duty pay
- ____ Gambling and lottery winning (organized)
- ____ State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- ____ Residential address(es) for this year
- ____ Mortgage interest: Form 1098
- ____ Sale of your home or other real estate: Form 1099-S
- ____ Second mortgage interest paid
- ____ Real estate taxes paid (copy of cancelled checks, if available)
- ____ Rental income during tax year
- ____ Moving expenses

Financial Assets

- ____ Interest income statements: Form 1099-INT & 1099-OID
- ____ Dividend income statements: Form 1099-DIV
- ____ Proceeds from broker transactions: Form 1099-B
- ____ Retirement plan distribution: Form 1099-R

Financial Liabilities

- ____ Student loan interest paid (Form from lender)

Expenses

- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Un-reimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Alimony paid

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

- Estimated payments
- Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses