

Tax Preparation Checklist



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

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/ RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and Fellowships
- State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- Residential address 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
- Rent paid 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

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Financial Liabilities

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

Automobiles

- Personal Property tax information

Expenses

- Gifts to charity (\$250+ with written statement from charity)
- None reimbursed expenses related to volunteer work
- None reimbursed expenses related to your job (travel, uniforms, union dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

Self-employment Data

- Business income: Forms 1099-MSC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm-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: If self-employed, identify as for self or employees
- Records to document medical expenses
- 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