



TAX PREPARATION CHECKLIST

Personal Information

- Your DOB and SSN
- Spouse's full name, DOB, and SSN
- Dependents name(s), DOB, and SSN
- Prior year tax return
- Banking information for refund/payments

Employee Information

- W-2 Forms
- Non-reported cash tips

Retirement Income

- Pension/IRA/Annuity Income (1099-R)
- Social Security/RRB Income (1099-SSA, RRB1099)

IRA Information

- Form 5498 – Ira Contributions
- Traditional IRA Basis

Savings & Investments Income

- Interest & Dividend Income (1099-INT, 1099OID, 1099-DIV)
- Income from Stocks or other property (1099-B, 1099-S)
- Dates of acquisition and records of cost or basis (If basis is not reported on 1099-B)

Other Income

- Unemployment, State Tax Refund (1099-G)
- Gambling Income (W-2G) or records showing income and expense
- Amount of alimony received
- HSA or Long-Term Care Reimbursements (1099-SA, 1099-LTC)
- Jury Duty Records
- Hobby Income
- Prizes and Awards
- Other 1099s

Rental Property Income

- Records of income and expenses
- Rental asset information (cost, date, placed in service, etc.) for depreciation.

Theft and Casualty Losses

- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid

Deductions and Credits

- Form 1098 Mortgage Interest
- Real estate and personal property tax records
- Child care expense records (include providers Tax ID)
- Adoption expenses
- Amount of alimony paid, ex-spouse's full name and social security number
- Charitable contributions
- Gambling loss records
- Record of estimated tax payments made
- Form 5498-SA showing HSA contributions
- Medical expenses
- Legal Expenses
- Mileage expense for medical and charity
- Receipts for energy saving home improvements
- State and local sales tax paid
- Investment fees and expenses
- Home sale expenses (relator fees, home improvements, etc.)
- Education expenses: (1098-T, 1098-E, receipts for qualified educational expenses)
- Union and professional dues
- Volunteer expenses
- Hobby expenses related to hobby income
- Military reservist expenses

Self-Employment Information

- Form 1099-Misc, Schedule K-1
- Income records not reported on 1099's
- Records of all expenses
- Business Assets (cost, date placed in service, etc.) for depreciation
- Home office information
- Business use of vehicle standard mileage rate: beginning & ending odometer reading, business miles driven.
- Actual vehicle expenses: maintenance records, parking tolls, gas, etc.

Business Returns including Schedule C

- Profit & Loss Statement
- Balance Sheet