



# \*\*\* Tax Preparation Checklist

## Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

### Income Information

- Wages (Form W-2)
- Interest Income (Form 1099-INT)
- Foreign bank accounts, income +/- or paid taxes
- Dividend Income (Form 1099-DIV)
- Stock Sale Information/Capital Gains (Form 1099-B)
  - Each stock sale: Date purchased, number of shares bought, amount paid
- Other Income
  - Alimony Received
  - Unemployment Compensation (Form 1099-G)
  - Social Security Benefits (Form 1099-SSA)
  - Disability Income
  - Jury Duty
  - Tip Income
  - Scholarships (Form 1098-T)
  - Education Savings Account Withdrawal (Form 1099-Q)
  - Bartering Income (Form 1099-B)
- Small Business (self-employed or independent contractor business owner)
  - Business Income (Form 1099-MISC plus items not on 1099-MISC)
  - Business Expenses (Provide list or use the **Business Organizer**)
  - Vehicle Information
- Rental Property
  - Rental Income (Form 1099-MISC)
  - Related Expenses (Provide list or use the **Rental Property Organizer**)
- Schedules K-1 from Partnerships, S Corps, Trusts
- Sale of Real Estate not qualifying for Personal Residence Exemption
  - Closing Statement – Sale of Property
  - Closing Statement – Purchase of Property
  - List of additions/improvements while you owned the property
  - Forgiveness of Debt income (Form 1099-C or 1099-A)

### Deduction Information:

- IRA Contributions
- SEP, Simple, Keogh Plans
- Student Loan Interest (Form 1098-E)
- Alimony Paid
  - Recipient Name and SS #
- Moving Expense
- Mortgage Interest (Form 1098)
- Investment Interest
- Cash and Noncash Charitable Contributions
- Casualty/Theft Loss
- Medical Expenses
  - Health Insurance
  - Out of Pocket Medical Expenses
  - Form 1095-A
  - Healthcare Market Place Exemption
- Real Estate Taxes
- Other Taxes (including sales tax paid on the purchase of autos, boats and RVs for personal use)
- Employee Business Expense (Provide list or use the **Business Organizer**)

### Credit and Payment Information:

- Child Care Expenses
  - Provide name, address, SS# or EIN, and amount paid for each child
- Estimated tax payments (dates and amounts paid)
- Legal papers for adoption, divorce or separation involving custody of your dependant children
- Tuition Statements (Form 1098-T) & Education Expenses
- Copy of voided check (for direct deposit of refund information)
- Energy or vehicle tax credit information
- Closing statement for first-time or long-time homebuyer's credit