

## Tax Preparation Checklist

For itemized deductions see our worksheets

### Basic Information

- Social Security Number (spouse & children where applicable)
- Address(es) for the year
- Municipality of Residence
- School District
- County
- Date of Birth
- Occupation
- Phone numbers (cell, work, home)
- E-mail address (optional)
- W-2 Form for the current Year
- Filing Status
- Disabled status (permanent / temporary)

### Dependents (if changed from last year)

- Full name
- Social security #
- Birth date
- All dependents, age 19-23, full time students
- Status
- Adopted
- Disabled

### Home Related Information

- Lot & Block number
- Mortgage Interest (form 1098)
- Second mortgage interest
- Real Estate taxes paid
- Rent Paid during tax year
- Moving expenses
- Sale of home or other real estate (form 1099 S)

### 1099 Forms

- Dividend Income statements (form 1099-DN or 1099-DIV)
- Proceeds from broker transactions (Form 1099-B)
- Tax Refunds & Unemployment compensation (Form 1099-G)
- Retirement plan distribution (Form 1099-R)
- Pensions and annuities (Form 1099-R)
- Misc. Income (form 1099-Misc)
- Partnership Income (Schedule K-1)
- Social Security Benefits (form RRB - 1099)

- Interest income (form 1099-INT & 1099-OID)

### Special Expenses

- Expenses Gifts to charity (receipts for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to job (uniforms, union dues, etc)
- Farm-related expenses (receipts & other documents)
- Employment taxes & other business taxes for current year (payment records)
- Job-hunting expenses
- Gambling & Lottery Winnings
- Gambling Losses
- Prizes & Awards

### Rental Property Income (if applicable)

- Type of property
- Address(s) of property(s)
- Rental income (1099-MISC)
- Expenses (1098 forms)
- List, with cost, of property improvements made during tax year
- Depreciation Schedules from last year
- Original purchase price / amount of price that is the cost of the land (if first year renting)
- Copy of schedule Es from last year
- Disallowed loss carryovers from last year

### Education Tax Credits (if applicable)

- Name of institution
- Type of education program (Degree or Non-degree)
- Enrollment year
- Amount of tax free funds received for educational expenses
- Documentation If distribution was received from an education IRA
- Tuition amount
- Fees required for enrollment or attendance
- Student activity fees (books, supplies, equipment required for enrollment only)
- DO NOT INCLUDE: room & board, fines, penalties, grants, scholarships

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### Living Expenses and Information

- Child care expenses
- Child care provider (name, address, tax ID #)
- Adoptions
- Alimony Paid: social security num
- Alimony Received
- IRA contributions
- Medical Expenses
- Jury Duty Pay
- Scholarships & fellowships
- Personal property tax information

### Financial Liabilities

- Auto loans and leases (account #'s and car value) if used for biz
- Student loan interest paid
- Early withdraw penalties on CDs & other timed deposits

### Other Expenses

- Investment expenses
- Medical Savings Account

- Tax return prep fees
- Safety Deposit Box Fee

### Misc. Tax Documents

- Federal, state & local estimated income tax for current year
- IRA, Keogh and other retirement plan contributions
- Records for:
  - Medical expense
  - Casualty or theft
  - Expenditures that may be deductible
  - Any other revenue that may be taxable

### Using Home for Business

- Square footage of home office area
- Total square footage of home
- Total rent paid
- Homeowners insurance premium payments
- Invoices for repairs and maintenance
- Utility bills