

Tax Preparation Checklist

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Personal Data:

- Social Security #s and birth dates (including spouse and dependents)
- Last year's tax return

Employment and Income Date:

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income, including rent: Forms 1099-MISC
- Partnership, S Corp and Trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/ Rail Road benefits: Forms SSA-1099 or RRB-1099
- Alimony received
- Jury duty pay, including any given to your employer
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1009-G
- Exercised stock options/ESPP: employer and broker details

Homeowner / Renter Data:

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Purchase / refinance of home: Settlement statement
- Sale of your home or other real estate: Form 1099-S
- Second mortgage / home equity interest paid
- Real estate taxes paid
- Moving expenses

Financial Assets:

- Interest income statements: Forms 1099-INT & 1099-OID
- Dividend income statements: Forms 1099-DIV
- Proceeds from broker transactions: Forms 1099-B
- Brokerage statements
- Retirement plan distributions: Form 1099-R
- Rental property income and expenses
- Early withdrawal penalties on CDs and other time deposits

Automobiles:

- Ad Valorem tax paid

Expenses:

- Gifts to charity receipts
- Non-cash donation receipts and detailed list of items donated
- Volunteer work unreimbursed expenses
- Volunteer work miles driven
- Unreimbursed expenses related to job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses
- Job hunting expenses
- Job-related education expenses
- Childcare expenses, including name, address and EIN or SS# of caregiver
- Health and medical savings accounts
- Adoption expenses
- Purchase information for any energy efficient home improvements
- Alimony paid, including recipient's SS#
- Tax return preparation expenses and fees
- Actual sales tax paid, if greater than state taxes paid and withheld
- Student loan interest paid

Self-Employment Data:

- Business income: Forms 1099-MISC and/or own accounts
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents and own records including miles driven
- Farm-related expenses: Receipts, other documents and own records
- Employment taxes and other business taxes paid for current year: Payment records
- Auto loans and leases (if vehicle used for business)

Miscellaneous Tax Documents:

- Federal, state and local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks and other payment records
- IRA, Roth IRA, Keogh, SEP and other retirement plan contributions
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditure that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable