



TAX PREPARATION CHECKLIST

Before submitting your tax information for calculation and filing, please review the checklist below. Mark any items that apply and ensure you have those documents ready. For convenience, keep this list in your tax folder and check off each item as you add it.

Note: This list is not exhaustive and may not cover all tax filer requirements.

Most people will need:

General Taxable Income

- Dividend Income: Form 1099-DIV
- HSA Disbursement: Form 5498-SA
- Interest Income: Form 1099-INT & 1099-OID
- Miscellaneous Income: Form 1099-MISC
- Sales of Real Estate: Form 1099-S
- Sales of Stock, Land, etc.: Form 1099-B
- State Tax Refunds: Form 1099-G
- Unemployment Compensation: Form 1099-G
- Wages, Salaries, and Tips: Form W-2 or W-2C

Retirement Income

- Railroad Retirement & Social Security Income: Form SSA-1099
- Retirement Income: Form 1099-R

Business Income

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- Business Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Rental Income and Expenses
- Tax Deductible Miles Traveled for Business Purposes
- Business Miscellaneous Income: Form 1099-MISC



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Tax Credits Checklist

- Tuition Expense: Form 1098-T; and Additional Out-Of-Pocket Expense
- Adoption Expense: All Relative Information
- Child/Elder Care Expense: Provider Name & Address, Tax I.D. Number and Amounts Paid Per Child/Elder
- First Time Home Buyer Expense: All Relative Information
- Foreign Taxes paid

Expense and Tax Deduction Checklist

- Casualty and Theft Losses (Only federal disaster areas)
- Charitable Cash Contributions
- Doctor and Dentist Payments
- Fair Market Value of Non-cash Contributions to Charities
- Home Mortgage Interest: Form 1098
- Home Second Mortgage Interest Paid
- Hospital and Nurse Payments
- Investment Expenses
- IRA Contributions
- Medical Expenses for the Family
- Medical Insurance Paid
- Miles Traveled for Volunteer Purposes
- Miles Traveled for Medical Purposes
- Personal Property Taxes Paid
- Prescription Medicines and Drugs
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return
- Student Loan Interest Paid: Form 1098-E
- Unreimbursed Expenses Related to Volunteer Work

Tax Estimate Payments Checklist

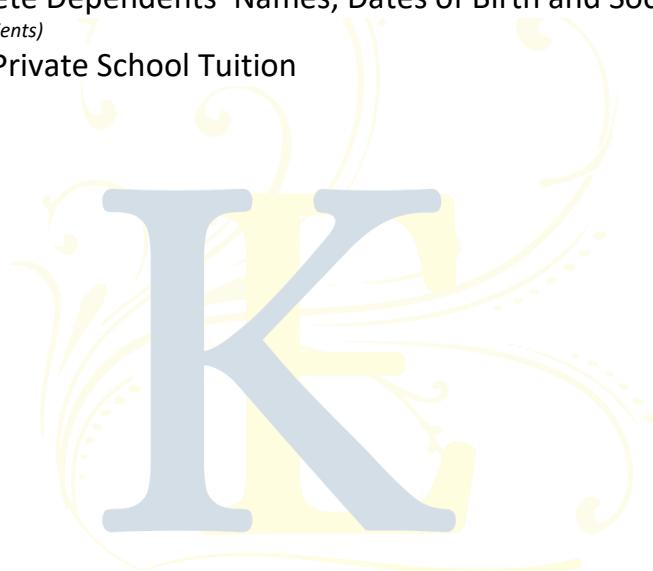
- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid



TAX PREPARATION CHECKLIST

General Information

- New/Updated Bank Routing Number (For direct deposit/debit)
- New/Updated Bank Account Number (For direct deposit/debit purposes)
- Prior Year Adjusted Gross Income (AGI) OR Tax Return (New Clients)
- You/Spouse Social Security Number and Copy of Driver's License (New Clients)
- Copy of Renewed Driver's License (Applicable Existing Clients)
- Dependents' Names, Dates of Birth, and Social Security Numbers (New Clients)
- Add New/Delete Dependents' Names, Dates of Birth and Social Security Numbers
(Applicable Existing Clients)
- Dependents' Private School Tuition



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