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
___ 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

TAX PREPARATION CHECKLIST

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