



Tax Preparation Checklist

Personal

- Social Security numbers and dates of birth for you, your spouse, your dependents
- Copy of tax payer (and spouse) driver's license
- Copy of any/all dependents' social security card
- Copies of last year's tax return for you and your spouse
- Bank account number and routing number, if depositing your refund directly into your account.

Income

- W-2 forms for you and your spouse
- 1099 Forms
 - 1099-C for cancellation of debt
 - 1099-MISC for you and your spouse
 - 1099-G for unemployment income, or state or local tax refunds
 - SSA-1099 for Social Security benefits received
 - 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
 - 1099-INT, -DIV, -B, or K-1s for investment or interest income
 - 1099-S forms for income from sale of a property
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.
- Alimony received
- Business or farming income - profit/loss statement, capital equipment information
- Rental property income and expenses: profit/loss statement, suspended loss information
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer

Income Adjustments

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- Records of Medical Savings Account (MSA) contributions

- Self-employed health insurance payment records
- Records of moving expenses
- Alimony paid
- Keogh, SEP, SIMPLE, and other self-employed pension plans

Deductions

- Child care
 - Provider's name, address
 - Tax ID and amount paid
- Form 1098-T for education expenses
- Adoption costs
 - SSN of child
 - Records of legal, medical and transportation costs
- Forms 1098 for Mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment interest expenses
- Charitable donations
 - Cash amounts, official charity receipts, canceled checks; value of donated, property; miles driven and out-of-pocket expenses
- Medical and dental expense records
- Casualty and theft losses
 - Amount of damage and insurance reimbursements
- Records and amounts of other miscellaneous tax deductions
 - Union dues
 - Unreimbursed employee expenses
 - uniforms, supplies, seminars, continuing education, publications, travel, etc.
- Records of home business expenses
 - Home size/office size, home expenses
- Rental property income/expenses
 - Profit/loss statement, rental property suspended loss information

Taxes paid

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes
- Vehicle license fees based on value of vehicle
- Estimated tax payments made during the year
- Prior-year refund applied to current year and/or any amount paid with an extension to file