

TAX PREPARATION CHECKLIST

USE THIS CHECKLIST TO HELP YOU GATHER YOUR IMPORTANT TAX INFORMATION.
PLEASE BRING ALL DOCUMENTS THAT PERTAIN TO YOU WE
WILL BE SCANNING ALL DOCUMENTS FOR SAFE KEEPING

Personal information

- Has your address changed from the last year?
- Are there changes in dependents?
- Social Security Cards and Birth Certificates
- Did you make payments for child care?
 1. -Child(ren) name(s)
 2. -Amounts paid
 3. -Care provider's name
 4. -Care provider's address
 5. -Care provider's ID number
- Direct Deposit Information
 - RTN#
 - ACCT#

Employment and Income Data

- W-2 Forms for this year
- Unemployment compensation form 1099-G this
- Misc. income form 1099-Misc/1099-NEC
- Partnership, S Corporation and trust income
- Pensions and annuities: Form 1099-R
- Social Security RR benefits: Form RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G
- Foreign income
- Interest income statements: Form 1099-INT
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-8

Self-Employment Data

- Business income: form 1099-MISC and or own records.
- Partnership income K-1
- Business related expenses: receipts, other documents and own records. (Mileage log, cancel checks or credit card statements.)
- Employment taxes and other business taxes paid for current year; Payment records
- Payroll Records
- Payments to Independent Contractors

Expenses

- Medical Insurance Premiums
- Medical expenses: records to document
- DMV fees
- Gifts to charity (qualified written statement form)
- Charity for any single donation of \$250 or more
- Canceled check or credit card statement
- Gifts to charity other than cash (goodwill etc)
- Adoption Expenses

Adjustment Records

- Health Insurance Form 1095-A or B
- Educator expenses
- Health savings accounts
- Penalty on early withdrawal of savings
- IRA contributions
- Student loan interest (1098-E)
- Tuition and Expenses (1098-T)
- Alimony paid? Recipient's Social Security Number

Miscellaneous Tax Documents

- Federal, State and local estimated income paid for current year; Estimated Vouchers, cancel checks and other payment records.
- IRA, Keogh and other retirement plan contributions
- Casualty of Theft losses records to document

Homeowner Data

- Mortgage interest paid: Form 1098
- Second Mortgage interest paid
- Real estate taxes paid
- Sell or purchase a home? If yes provide escrow paperwork
- Refinance and points paid? If yes provide escrow paperwork
- Rental Property income and expenses

"Exceeding your expectations of excellence is our goal"