

TAX PREPARATION CHECKLIST

Checklist of information needed to complete your tax return

If any items listed apply to you, check the box and attach the information

Income Information:

- Wages (Form W-2)
- Interest Income (Form 1099-INT)
- Foreign bank accounts, income +/- or paid taxes
- Dividend Income (Form 1099-DIV)
- Stock Sale Info/Capital Gains (form 1099-B)
 - Each Stock Sale: Date purchased, number of shares bought, amount paid
- State / Local Refunds
- Gambling Income (Form W-2G)
- Pension Distribution (Form 1099-R)
- Other Income
 - Alimony Received
 - Unemployment Comp. (Form 1099-G)
 - Social Security Benefits (Form 1099-SSA)
 - Disability Income
 - Jury Duty
 - Tip Income
 - Scholarships (Form 1098-T)
 - Education Savings Account Withdrawal (Form 1099-Q)
 - Bartering Income (Form 1099-B)
- Rental Property
 - Rental Income (Form 1099-MISC)
 - Related Expenses
- Schedule K-1 from Partnerships, S Corps, Trusts
- Sale of Real Estate not qualifying for Personal Residence Exemption
 - Closing Statement – Sale of Property
 - Closing Statement - Purchase of property
 - List of additions/improvements while you owned the property
 - Forgiveness of Debt Income (Form 1099-C or 1099-A)
- Small Business (self-employed or independent contractor business owner)
 - Business Income (Form 1099-MISC)
 - Related Expenses
 - Vehicle Information

Deduction Information:

- IRA Contributions
- SEP, Simple, Keogh Plans
- Student Loans Interest (Form 1098-E)
- Alimony Paid
 - Recipient Name and SS #
- Moving Expense
- Medical Expense
 - Health Insurance
 - Out of Pocket Medical Expense
- Real Estate Taxes
- Other Taxes (including Sales tax paid on the purchase of autos, boats and RVs for personal use)
- Mortgage Interest
- Investment Interest
- Cash and Noncash Charitable Contributions
- Casualty/ Theft Loss
- Employee Business Expenses

Credit and Payment Information:

- Child Care Expenses
 - Provide name, address, SS # or EIN and amount paid of each child
- Estimated tax payments (dates and amounts paid)
- Legal papers for adoption, divorce or separation involving custody of your dependent children
- Tuition Statements (Form 1098-T) & Education Expenses
- Copy of voided check (for direct deposit of refund info.)
- Energy or vehicle tax credit information
- Closing statement for first-time or long-time homebuyers credit