

TAX RETURN PREPARATION CHECKLIST

We have created this checklist as your personal guide to compiling your tax documents. It is not a legal document; it may, however, save you time and remind you which tax documents you've accumulated throughout the year.

Personal Data

- Social Security Numbers (including spouse and children)
- Child Care Provider: Name, address and tax I.D. or social security Number
- Alimony paid: Social Security Number

Employment & Income Data

- W-2 Forms for this year
- Unemployment compensation: Forms 1099-G
- Misc income including rent: Forms 1099-Misc
- Partnership, S Corporation & Trust Income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winning
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Forms 1099-G

Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real Estate taxes paid
- Rent paid during tax year
- Moving expenses

Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Financial Liabilities

- Auto loans and leases (acct number and value) if vehicle is used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

Automobiles

- Personal property tax information

Expenses

- Gifts to charity (qualified written statement from charity for any single donation of \$250 or more)
- Unreimbursed expenses related to your volunteer work
- Unreimbursed expenses related to your job (travel, uniforms, union dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings accounts
- Adoption expenses
- Alimony paid
- Tax Return preparation expenses and fees

Self-Employment Data

- Business income: Forms 1099-Misc and/or own records
- Partnership SE income: Schedules K-1
- Business related expenses: Receipts, other docs & own records
- Farm-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

Miscellaneous Tax Documents

- Federal, state and local estimated income tax paid for current year: Estimated tax vouchers, cancelled
- Checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sale of property that may be taxable or reportable