**Tax Preparation Checklist**

When it’s time to get your taxes done, be sure to bring all your paperwork with you, when you come to your appointment.

Make sure to bring a picture id (driver’s license, state id, military id, etc).

The list below will help you get all of your paperwork in order. We look forward to meeting with you!

**Personal Information:**

* Social Security numbers of all family members including spouse and children, birth certificates(s), children school records, and/or children doctor statements.
* Childcare provider information including name, address, and tax identification number or social security number.
* Any alimony paid and the social security number of ex-spouse.
* Last year’s return (if a new client).

**Employment & Income Information:**

* W-2 forms from all employers.
* Unemployment compensation (Form 1099-G)
* Self-employed (1099-Misc).
* Miscellaneous income, including rent (Form 1099-MISC).
* Partnership, S Corporation, & trust income (Schedules K-1).
* Pensions and annuities (Forms 1099-R).
* Social Security year-end statement/RR1 benefits (Forms RRB-1099).
* Alimony received.
* Jury duty pay.
* Gambling and lottery winnings (Forms W-2G).
* Prizes and awards.
* Scholarships and fellowships.
* State and local income tax refunds (Form 1099-G).
* Amounts of other income such as hobby income, disability, judgments from lawsuits, inheritances.

**Self-employment Data:**

* Business income (from Form 1099-MISC and/or personal records).
* Partnership SE income (Schedule K-1).
* Business-related expenses (receipts, other documents & personal records).
* Business mileage for car and any new assets purchased.
* Farm-related expenses (receipts, other documents & personal records).

**Financial Assets:**

* Interest income statement (Form 1099-INT & 1099-OID) from banks and credit unions.
* Dividend income statements (Form 1099—DIV) from stockbrokers, mutual fund companies.
* Proceeds from broker transactions (Form 1099-B) from stockbrokers (Buy – Sell statements relating to securities transactions).
* Retirement plan distribution (Form 1099-R) from retirement income from pensions, IRA’s, etc.

**Financial Liabilities:**

* Auto loans and leases if vehicle used for business – account numbers and car values.
* Student loan interest paid.
* Early withdrawal penalties on CDs and other time deposits.

**Homeowner/Renter Information:**

* Residential address for the current tax year.
* Mortgage interest (Form 1098).
* Sale of your home/real estate (Form 1099-S).
* Interest on second mortgage
* Real estate taxes paid
* Rent paid during tax year.
* Moving expenses.

**Automobiles:**

* Personal property tax information (ownership tax on auto registration).

**Miscellaneous Tax documents:**

* Federal, state & local estimated income tax paid for current year (estimated tax vouchers, cancelled checks & personal payment records).
* IRA, Keogh and other retirement plan contributions (distinguish between self and employees).
* Records to document medical expenses not reimbursed by insurance (include insurance premiums).
* Records to document casualty or theft losses.
* Records for any other expenditure that may be deductible.
* All other related tax documents.
* 1095-A Health Insurance Statement

**Personal/Business Expenses:**

* Gifts to charity (qualified written statement from charity for any single donations in excess of $250).
* Donations of goods (not cash or check) with details of amount, to whom, and items etc with receipt.
* Non-reimbursed expenses related to volunteer work.
* Non-reimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions).
* Investment expenses.
* Safe deposit box expenses
* Job-hunting expenses.
* Job-related education expenses.
* Child care expenses
* Medical Savings Accounts
* Adoption Expenses.
* Alimony paid.
* Tax return preparation expenses and fees from prior year.

**Correspondence:**

* Any correspondence received from the IRS or State taxing agencies.