



# Tax Preparation Checklist

**Before dropping off your return or visiting our office**, go through the following checklist and highlight the areas that apply to you, making sure that you have the information you need to complete your return. We recommend attaching this list of documents and checking off your highlighted items as you add them to your folder or envelope.

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## Most people will need:

### Personal Information

These items tell the IRS exactly who is filing and who is covered on the tax return and where to deposit the tax refund (if applicable)

- Social Security numbers and dates of birth for taxpayer, spouse, and all dependents
- Copies of last year's tax return (helpful, but not required <AND> not needed if you filed with us in the previous tax year of the year for which you are filing)
- Bank information if receiving a refund and wanting direct deposit (Account Number, Routing Number, if the account is checking or savings)

### Income Information

- W-2 forms for taxpayer (and spouse if applicable)
- 1099-C forms for cancellation of debt
- 1099-G forms for unemployment income, or state or local tax refunds
- 1099-MISC forms for you (and spouse if applicable) for any independent contractor work
- 1099-R forms for payments/distributions from IRAs or retirement plans
- 1099-S forms for income from sale of property
- 1099—INC, -DIV, -B, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- Business or Farming income – profit/loss statement, capital equipment information
- Rental Property income and expenses – profit/loss statement, suspended loss information
- Miscellaneous income – jury duty, gambling winnings, medical savings account, scholarships, etc.

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## Income Adjustments

The following items **can help reduce the amount of your income that is taxed which could increase your tax refund or lower the amount you owe.**

- Form 1098-E for student loan interest paid (or loan statements for student's loans)
- Form 1098-T for tuition paid (or receipts/cancelled checks for tuition paid for college/university)
- For Teachers – advise your tax preparer that you are a teacher to claim the Educator Expense Deduction
- Records of IRS contributions made during the year
- Records of Medical Savings Account (MSA) contributions
- Self-employed health insurance payment records
- Keogh, SEP, SIMPLE, and other self-employed pension plans

## If you itemize your deductions:

Deductions and credits can help lower the tax burden on individuals which means more money in your pockets. The following can help make sure you get all of the deductions and credits you deserve.

- Child care costs (also need provider's name, address, tax ID or Social Security number and amount paid)
- Education costs – Form 1098-T and any additional educational expenses
- Adoptions – SSN of child, records of legal, medical and transportation costs (NOTE: *advise preparer of adoption*)
- Forms 1098 – mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment Interest expenses
- Charitable donations – cash amounts, official charity receipts, cancelled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and Dental expense records
- Casualty and Theft losses; amounts of damage, insurance reimbursements
- Records of Home Business expenses – home size/office size, home expenses
- Rental Property income/expenses – profit/loss statement, rental property suspended loss information

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## Taxes You've Paid

- State and local income taxes
- Real estate taxes
- Personal property taxes
- Vehicle licenses fees based on value of vehicle (Ad Valorem Taxes)

## Other Information

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information – location, name of bank, account number, peak value of account during the year