

TAX PREPARATION CHECKLIST

Before I begin to prepare your personal income tax return, go through the following checklist. Check the areas that apply to you, and make sure you have that information available. Attach the list to a folder of your tax documents, and check them off as you add them to your folder. Please note, some items may not pertain to all taxpayers.

PERSONAL INFORMATION

- Social Security numbers and dates of birth for you, your spouse, your dependents
- Your tax returns for previous 3 years. I can check them for accuracy.
- Bank account number and routing number, if depositing refund into your account
- Photo ID

INCOME

- W-2 forms for you and spouse
- 1099-C – Cancellation of debt
- 1099-G – Unemployment income
- 1099-MISC – Independent contractor work
- 1099-R – Payments/Distributions from IRAs or retirement plans
- 1099-S – Income from sale of property
- 1099-INT, -DIV, -B or K-1s – Investment or interest income
- SSA-1099 – Social Security benefits received
- Miscellaneous income; jury duty, gambling winnings (W2-G), Prizes & Awards, Alimony, etc.

SELF-EMPLOYMENT INCOME/EXPENSES

- 1099-MISC, Schedules K-1, 1099-K Credit Card Income
- Records of all income – bank deposits, sales invoices
- Records of all expenses – check registers, credit card statements and receipts
- Business use asset information (cost, date placed in service) for depreciation

BUSINESS USE OF VEHICLE

- CLAIMING MILES; Log showing total BUSINESS miles driven for the year or beginning /ending odometer
- CLAIMING ACTUAL EXPENSES; totals for gas, oil, car washes, licenses, lease or interest expense
- Amount of parking and tolls paid

RENTAL PROPERTY INCOME/EXPENSE

- Records of rents received
- Records of Expenses; Mortgage interest, Property Taxes, Repairs, Supplies, etc
- Rental asset information (cost, date placed in service), house, roof, major repairs, etc



EDUCATION PAYMENTS

- 1098-T- Tuition Statement from qualified college or university
- Billing statement for each semester
- Records for qualified expenses; books, fees, supplies, etc
- 1098-E – Student Loan Interest Paid, sometimes emailed

ADJUSTMENTS and CREDITS

- 5498 – IRA Contributions
- 5498-SA – HSA Contributions
- Self-employed Health Insurance payments
- Records of Moving Expenses not reimbursed by employer
- Records for qualifying Energy-Saving improvements (Roof, Windows, Furnace, Insulation, Doors)
- Alimony Paid
- Adoption expenses
- Child care costs: MUST HAVE; providers name, address, tax ID or SS# and amount paid

ITEMIZED DEDUCTIONS

- Medical, Dental & Vision Expenses PAID OUT OF POCKET; miles driven
- 1098 – Mortgage Interest paid
- Interest paid on Camper, RV or Boat with sleeping and eating quarters
- Real Estate taxes paid
- Vehicle License paid
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Expenses related to your investments
- Job hunting expenses
- Employment related expenses (union dues, unreimbursed employee expenses, tools, uniform cost and cleaning, supplies, seminars, continuing education, publications, travel, etc.)
- ESTIMATED QUARTERLY TAXES PAID, dates and amounts

AFFORDABLE CARE ACT (ACA), PROOF OF HEALTH INSURANCE

MUST HAVE ONE OF THE FORMS TO FINALIZE YOUR TAX RETURN

- 1095-A – STATEMENT OF HEALTH INSURANCE THRU MARKETPLACE
- 1095-B – STATEMENT OF HEALTH INSURANCE FROM INSURANCE COMPANY
- 1095-C – STATEMENT OF HEALTH INSURANCE FROM LARGE EMPLOYER
- EXEMPTION CERTIFICATE FROM THE MARKETPLACE

