

# Your Personal Tax Checklist

I'm excited to help you prepare to file your income tax return. Go through this checklist and be sure to check off the items that apply to you. Having this completed along with all required documents will make your meeting with your tax preparer a breeze! You can also print and attach it to your tax documents folder. Don't forget to check off items as you add them to the folder.

## You will need:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal information

This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- Social Security numbers, Driver's License and dates of birth for you, your spouse, your dependents
- Copies of last year's tax return for you and your spouse
- Bank account number and routing number, if depositing your refund directly into your account

### Information about your income

- W-2 forms for you and your spouse
- 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 your spouse (for any independent contractor work)
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- 1099-S forms for income from sale of a property
- 1099-INT, -DIV, -B, or K-1s for investment/interest income
- SSA-1099 for Social Security benefits
- Schedule K-1
- Business or farming income (profit/loss statement, capital equipment info.)
- Rental property income and expenses (profit/loss statement, suspended loss info.)
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- Miscellaneous income: scholarships, jury duty, Medical Savings Account, and gambling winnings just to name a few.

## Income Adjustments

The items below may reduce the amount of your income that is taxed. This may help increase your tax refund or lower the amount you owe. The amount remaining after adjustment is known as your Adjusted Gross Income (AGI).

- Form 1098-E for student loan interest paid (loan statements for student loans)
- Form 1098-T for tuition paid (receipts or canceled checks for tuition paid)
- Educators: Canceled checks or receipts for expenses paid for supplies related to classroom
- Records of IRA contributions
- Records of any qualifying energy-efficient home improvements
- Medical Savings Account (MSA) contributions
- Self-employed health insurance payment
- Moving expenses
- Alimony paid
- Keogh, SEP, SIMPLE, any additional self-employed pension plans

## Let's help you itemize your deductions:

### Deductions and Credits

Deductions and credits help lower your tax bill. This allows you to take home more money. Be sure to bring any of the following documents that way you don't miss out on any tax breaks:

- Childcare costs: provider's name, address, tax ID, and amount paid
- Education costs: Form 1098-T, education expenses
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment interest expenses
- Charitable donations: canceled checks, cash amounts, official charity receipts, value of donated property, miles driven and any out-of-pocket expenses
- Medical and dental expense records
- Casualty and theft losses

## Deductions and Credits

- Other tax deductions you can think of professional dues, unreimbursed work expenses (subscriptions, supplies, uniforms, supplies, continuing education, travel, etc. for 1099 contractors)
- Home business expenses
- Rental property income/expenses (profit/loss statement, rental property suspended loss info.)

## Any Taxes Paid by You

- State and local income taxes
- Real estate taxes
- Personal property taxes
- Vehicle license fees

## Additional information

- Self-employed estimated tax payments made during the year
- Prior-year refund applied to current year plus any amount paid with an extension to file
- Foreign bank account information (bank name, location, account number, etc.)

**Notes:**