



DIVINE ACCOUNTING SERVICES, LLC
WHERE INTEGRITY AND STRENGTH IN YOUR NUMBERS MATTERS MOST

Phone: 470-443-0072

Email: nekoma.ross@divineaccountingsvc.com

Website: <http://divineaccountingsvc.com>

Individual Tax Preparation Checklist

Personal Information

- Social Security Numbers, ITIN, ATIN for all individuals and dependents on tax return
- Current addresses for all individuals and dependents on tax return
- Birth dates for all individuals and dependents on tax return
- Copy of driver's license and SS card

Income and Employment Documentation

- W-2 Forms for all jobs held during the tax year
- Form 1099-G for Unemployment compensation, if applicable
- Form SSA-1099 for Social Security Benefits received
- Form 1099-G for State and Local income tax refunds received
- Form 1099-MISC for rental income and other misc. income such as royalties, if applicable
- Form 1099 –R Pensions and annuities received
- Forms RRB-1099 Social Security/RR1 Benefits received
- Form W-2G for Gambling and Lottery winnings
- Self-employed Business income: Forms 1099-MISC and/or own bookkeeping records (I.e. profit & loss statement, balance sheet)
- Schedules K-1 from Partnership, S Corporation, & Trust business income
- Any other income documents if applicable, such as alimony, jury duty, scholarships, prizes, etc.

Homeowner Documentation

- Form 1098 for Mortgage Interest
- Form 1099-S for Sale of your home or other real estate
- Moving Expenses (for military individuals only)

Individual Assets and Liabilities

- Form 1099-INT & 1099-OID for Interest Income statements
- Form 1099-DIV for Dividend income statements
- Form 1099-B for Proceeds from broker transactions
- Form 1099-R for Retirement plan distribution
- Documentation of stocks sold: Cost and Purchase dates
- Form 1098-E for Student Loan Interest Paid
- Vehicle Loan and lease information, if used for business purposes
- Early withdrawal penalties on CDs and other time deposits

Individual Deductible Expenses

- Charitable contributions (Any single donation of \$250 or more must have a qualified written statement from the charity)
- Unreimbursed expenses related to volunteer work
- Investment expenses
- Job-related education expenses (\$250 maximum)
- Child care expenses
- Medical expenses
- Adoption expenses
- Alimony paid
- Education expenses – tuition, fees and books (for yourself, spouse, and dependents; typically receive Form 1098-T from school)

Self-Employment Business Expenses

- Bookkeeping records (profit and loss statement) and/or Receipts, bank statements, and other documents of all business expense transactions
- Payment records and receipts of all business taxes paid for the current tax year

Miscellaneous Tax Documentation

- Tax vouchers and payment records of all Federal, state & local estimated income tax paid for the current tax year
- Retirement plan contributions if self-employed or not included on W2 from employer
- Records to document casualty or theft losses
- Copy of previous year's tax returns

PLEASE NOTE THAT THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE AN OUTLINE OF ITEMS NEEDED TO COMPLETE AN INDIVIDUAL TAX RETURN. YOU AS THE TAXPAYER IS RESPONSIBLE FOR PROVIDING ALL DOCUMENTS NEEDED TO FILE A COMPLETE AND ACCURATE TAX RETURN. FAILURE TO DO SO COULD RESULT IN PROCESSING DELAYS, FILING AN AMENDED RETURN, AND POSSIBLE TAX PENALTIES.