

INCOME TAX CHECKLIST

*This form is to assist you in gathering your income tax information. It is not all encompassing – if you're not sure about an item, it is better to include it or jot down questions about it than to lose a possible deduction. **Please be sure to include all income documents (W2/W2G forms, all 1099 and 1099R forms, etc.) with your paperwork to your tax advisor.***

General Information:

- First, middle initial, and last names of taxpayers and dependents as written on the Social Security cards, and dates of birth for taxpayers and all dependents, **especially** new dependents.
- Address (city, state, zip), contact number, e-mail address Are you active duty military? Yes ___ No ___
- Marital Status: Single ___ Married ___ Head of Household ___ Separated ___
- Number of dependents _____ Did any dependents have income? Yes ___ No ___
- Do all dependents live with you? Yes ___ No ___

Types of Income & Reporting Forms:

- Wages: All W-2's
- Pension/Retirement Income: 1099-R
- Social Security: SSA-1099
- Bank Interest: 1099-INT
- Dividends: 1099-DIV
- Commissions: 1099-MISC
- Tips and Gratuities Received
- Sales of Stock, Mutual Funds: 1099-B
- Income from Rentals: All 1099-MISC
- Business Income: All 1099-MISC & 1099-K
- Farm Income
- Alimony Paid or Received
- Unemployment: 1099-G
- State Tax Refund: 1099-G
- Supplemental Income: Schedule K-1
- Miscellaneous: Jury Duty, Gambling, Other

Business Income & Expense Items:

- | | | | |
|-----------------------------|------------------|------------------------|---------------------|
| Total gross income | Advertising | Auto: Parking & Tolls | Business phone |
| Cell phone expense | Subcontractors | Commissions | Insurance |
| Interest paid | Office Expense | Rent/lease fees | Repairs |
| Legal & professional fees | Supplies | Cleaning & maintenance | Dues & publications |
| Small tools | License fees | Taxes | Employee benefits |
| Education/Training expenses | Association dues | Bank/credit card fees | Postage |
| Meals & entertainment | Hotel & travel | Asset purchases | Business mileage |

Additional Items for Rental Properties:

- | | | | |
|------------------------|----------------|-----------------|---------------------|
| Keys | Condo/PUD fees | Management fees | Mortgage statements |
| Lawn care/Snow removal | Pest control | Trash removal | Other |

Deductions & Credits:

Student loan interest IRAs /Keogh/SEPs HSA acct. information Self-employed health insurance
Teacher expenses Adoption expenses Early withdrawal of savings penalty

College education expenses – tuition, fee, and book expenses 1098-T from college is now required for education credits

Alimony paid or received - name and Social Security number of recipient, date of divorce or legal separation

Child & dependent care - must have name, address, Social Security number or EIN of provider and amount paid per child or adult dependent

RMD distributed as a Qualified Charitable Donation (QCD) – RMD source name, amount distributed, and name of charity

Itemized Deductions:

Medical/Dental

Medical & dental bills Prescriptions Glasses/contact lenses & supplies
Out-of-pocket expenses Lab fees Medical miles Hearing aids
Medical & dental insurance Long term care insurance

Taxes

Prior year state tax paid City/local tax Sales tax Real estate tax
Personal property tax (license plates) Other

Charitable Contributions

Church Boy/Girl Scouts United Way/CFC
March of Dimes American Heart Easter Seals
Red Cross MDA/MS YWCA/YMCA
Salvation Army Food bank Payroll deductions
Out-of-pocket volunteer expenses Charitable miles Other

Non-Cash Donations - date of donation, item descriptions, and fair market value for **each** donation of household goods and clothing items donated to qualified charitable organizations.

Miscellaneous

Investment expenses Gambling losses

Estimated Tax Payments:

Dates of payment and amounts paid for **each** federal, state and local quarterly tax payment

Questions for your preparer:
