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The following is a checklist to assist you in gathering the information necessary for the preparation of your income tax return. In order to accurately complete your tax return please bring all applicable documentation to your appointment or include it with the information you mail-in/drop-off.

Personal Information

- Taxpayer and/or spouse's name, address, phone numbers and Social Security Number
- Filing status (if joint need each filers' names, dates of birth, occupations, and social security numbers)
- Dependents - Name, Social Security Number, and Date(s) of Birth.
- Bring in dependents Birth Certificate or SS Card - If not already submitted
- MA Health Insurance Verification
- Amount of Stimulus check received in 2021
- E-mail _____

1. Medical Expenses

- Prescriptions, insulin, doctors, hospitals, nurses, dental care, insurance premiums, transportation, etc.
- Total Amount \$ _____
- Transportation: Total number of miles _____

2. Taxes

- Prior year's State Refund (1099G)
- Real Estate Taxes
- Excise Tax

Income

- W-2's with correct name, address and Social Security Number
- Interest & Dividends - Need 1099's
- Alimony - Whether paid or received. Need copy of decree - Need recipient's name and S.S. #
- Capital Gains - Need 1099 and Original Cost Data
- Pensions - Need 1099-R statements
- Rent - Income and expenses
- Unemployment - Need 1099's
- Social Security Information - Need 1099- SSA
- Business (preparer will discuss)

3. Interest

- Mortgage and Home Equity - bring statements
- Refinance and Points - bring statements
- Investment (preparer will discuss)

4. Charitable

- Cash, checks and non-cash (list of items and receipts)

5. Casualty or Theft Loss (preparer will discuss)

6. Miscellaneous (preparer will discuss)

- Tax Preparation Fee
- Union Dues
- Licenses
- Supplies - Tools, Uniforms, Books, etc.
- Home Repairs - Energy Saving Projects
- Purchase of a new car or hybrid car

Credits

- Education credits - Need tuition paid for each dependent
- Title V Septic Credit for Massachusetts

Portal Email _____

Adjustments to Income

- IRA Contributions - Need Year End Statements of IRA Balances
- Student Loan Interest
- Rent paid - Need total amount for the year
- Bank Information - Account Interest, cashed in savings bonds, etc.
- Self Employed Health Insurance
- Penalty Early W/D Savings
- Child Care Expenses - Need amount, name or provider, address, and S.S. # or Tax ID #