

TAX INFORMATION CHECKLIST

Personal Information

- Taxpayer and/or spouse's name, address, phone numbers and SS#
- Filing status (if joint need each filers' names, dates of birth, occupations and social security numbers)
- Dependents
 1. Name
 2. Social Security Number
 3. Date(s) of Birth
 4. Copy of Birth Certificate or Social Security card if not already submitted
- Health Insurance Verification
- E-mail: _____

Income

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

Adjustments to Income

- IRA Contributions – Need Year End Statements of IRA Balances
- SEP/Keough Retirement
- Student Loan Interest
- Rent paid – Need total paid for the year
- Bank Information - Account Interest, cashed in savings bonds, etc.
- Self Employed Health Insurance: Need total paid for the year
- Penalty for early withdrawal from savings

- Child Care Expenses – Need Name, address, and S.S. # or Tax ID # of provider and amount paid for the year

Itemized Deductions – (Preparer will discuss additional deductions not listed)

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 Return (1099G)
- Real Estate Taxes
- Excise Tax

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. Moving Expenses (preparer will discuss)

Credits

- Education Credits – Need tuition paid for each dependent and money paid out of 529 Plan (1099-Q)
- Title V Septic Credit for Massachusetts
- Energy related expenditures
- Circuit Breaker Credit (Senior Citizens) - Need tax bill

