



## TAX RETURN PREPARATION CHECKLIST

### **General Information**

- Bank account number and routing number (for direct deposit)
- Date of birth for yourself, spouse and dependents
- Full names and Social Security Numbers for yourself, spouse, and children
- Copy of Last Year's Tax Returns
- Payments of estimated Federal, State, or Local Taxes

### **Income Documentation**

- Alimony received
- Business Income - Profit/Loss Statement
- Miscellaneous Income: Jury Duty, gambling winnings
- Rental property income and expenses
- W-2 for Wages, Salaries, and Tips
- SSA-1099: Social Security Benefits
- 1099-MISC: Independent Contractor Forms
- 1099-S: Sales of Real Estate
- 1099-C: Cancellation of Debt
- 1099-R: Distributions from IRAs or Retirement Plans
- 1099: Interest and Dividend Income
- 1099-G: State Tax Refunds
- 1099-INT: Interest Income
- 1099-DIV: Dividend Income
- 1099-B: Sales of Stock, Land
- K-1: Income from Partnerships, Trusts, and S-Corporations

### **Adjustments to Income**

- Alimony paid
- Records of IRA contributions made during the year
- Records of Medical Savings Account (MSA) contributions
- Records of moving expenses
- Self-employed health insurance payment records
- Teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Form 1098-E: Student loan interest
- Form 1098-T: Tuition paid

## **Deductible Expenses**

### **Itemized Deductions (Schedule A)**

- Medical and dental expenses, health care insurance, prescriptions, doctors, dentists, eyeglasses
- Real Estate and State taxes paid
- Job related costs, uniforms, supplies, seminars, continuing education, travel, etc.)
- Form 1098: Mortgage Interest Expense
- Tax deductible miles traveled for business purposes
- Last year's tax preparation fee
- Alimony Paid (need Social Security number of recipient)
- Casualty and theft losses, insurance reimbursements
- Charitable Contributions: Receipts, cash amounts, donated property value
- Moving expenses
- Real estate taxes paid
- Rental Property Expense
- Work vehicle license fees, mileage
- Job-hunting Expenses

### **Business Deductions (Schedule C)**

- Advertising (fliers, signs, branded promo items, events, trade shows)
- Business Insurance (fire, theft, flood, property, malpractice, liability, workers' comp)
- Car Expenses (gas, insurance, registration, repairs and maintenance)
- Depreciation and Section 179 (computers, office equipment, tools, furniture)
- Home Office Deduction (business portion of rent, utilities, repairs, insurance, mortgage interest)
- Meals (meals with a client and during which you engaged in business discussions)
- Office Expenses or Supplies (cleaning services, office maintenance, cleaning supplies, pens, printer ink)
- Travel (related to business for lodging, airfare or rental cars, local transportation)
- Other Expenses (education to improve skills for your job, banking fees, association dues, business gifts)
- Legal or Professional Services (attorneys, tax preparers, accountants, other)
- Repairs and Maintenance (repainting office, fixing computer, replacing parts on equipment)
- Taxes or Licenses (your share of FICA, state or local licenses)
- Utilities (business related electric, gas, garbage, water)

## **Tax Credits**

- Adoption Credit
- American Opportunity Credit
- Child Tax Credit
- Child and Dependent Care Credit
- Earned Income Credit
- Lifetime Learning Credit
- Residential Energy Tax Credit
- Plug-in Electric-Drive Motor Vehicle Credit
- Saver's Credit (401(k) or IRA Credit)