

Tax Preparation Checklist

➤ Personal Information

- A **form of Identification** (and your spouse, if filing a joint return) such as driver's license, state issued ID, etc.
- Social Security numbers and dates of birth for you, your spouse, and any dependents you are claiming.

- Bank account number and routing number, if depositing your refund directly into your account
- New Client Only:** A copy of last year's tax return showing your AGI or PIN number used.

➤ Child(ren)'s Information

- Birth certificates** (or confirmation of birth from the hospital) for children you are claiming. Even if you think we have it, bring it just in case.

- A copy of each child's social security card – if easily obtainable.

If any child listed on the return has a different last name from you (or your spouse), please be prepared to bring:

- A copy of the custody agreement showing you are the primary custodian. Only need to provide the front page, page showing custody and last page with signatures.

If there is no custody agreement, then be prepared to bring:

- A copy of a recent report card, a school attendance record, daycare receipt, medical record from physician, or health insurance record as long as the child's address matches your 2018 residency address.

➤ Income Documents

- W-2** forms for you and your spouse
- SSA-1099** for Social Security benefits received
- 1099-S** forms for income from sale of a property
- 1099-MISC** forms for you and your spouse (for any independent contractor work)
- 1099-R**, Form 8606 for payments/distributions from IRAs or retirement plans
- Miscellaneous income: jury duty, gambling winnings, etc.
- 1099-G** forms for unemployment income, or state or local tax refunds
- 1099-INT, -DIV, -B, or K-1s** for investment or interest income
- Business or farming income and expenses
- Rental property income and expenses

➤ Adjustments

- Form 1098-E** for student loan interest paid (or loan statements for student loans)
- Form 1098-T** for tuition paid (or receipts/canceled checks for tuition paid for post-high school)

➤ Deductions and credits

- Child care costs: provider's name, address, tax ID, and amount paid
- Forms 1098:** Mortgage interest, private mortgage insurance (PMI), and points you paid
- Medical and dental expense records
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Investment interest expenses
- State and local income taxes paid
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated
- Real estate taxes paid
- Personal property taxes: vehicle tag fees

➤ Other information

- Estimated tax payments made during the year