



Individual Tax Preparation Checklist

Tax Year 2020

Client(s) Name:

Personal information:

- Social Security numbers
- Taxpayer(s) and all dependents' full names
- Taxpayer(s) and all dependents' dates of birth

Information about your income:

- Income from jobs for you and your spouse (forms W-2)
- Investment income (various forms 1099 -INT, -DIV, -B, etc.)
- Partnership income (K-1s and stock option information)
- Income from state and local income refunds and/or unemployment (forms 1099-G)
- Taxable alimony received
- Business or farming income (profit/loss statement, capital equipment information)
- If you use your home for business: home size, office size, home expenses, office expenses
- IRA/pension distributions (forms 1099-R, 8606)
- Rental property income/expense (Profit/Loss statement)
- Social Security benefits (forms SSA-1099)
- Income from sales of property: original cost and cost of improvements, escrow closing statement, cancelled debt information (form 1099-C)
- Prior year installment sale information (forms 6252)
- Other miscellaneous income: jury duty, gambling winnings, Medical Savings Account (MSA), scholarships, etc.

Adjustments to your income:

- IRA contributions
- Energy credits
- Student loan interest
- Medical Savings Account (MSA) contributions
- Moving expenses
- Self-employed health insurance payments
- Self-employed pension plans
- Alimony paid that is tax deductible
- Educator expenses

Itemized tax deductions and credits:

- Childcare costs: provider's name, address, tax id, and amount paid
- Education costs (forms 1098-T, education expenses)
- Adoption costs: SSN of child, legal, medical, and transportation costs
- Home mortgage interest and points you paid (Forms 1098)
- Investment interest expense
- Charitable donations: cash amounts and value of donated property, miles driven, and out-of-pocket expenses
- Casualty and theft losses: amount of damage & insurance reimbursements
- Unreimbursed employee expenses such as uniforms, supplies, seminars, continuing education, publications, travel, etc.
- Medical and dental expenses
- Other miscellaneous tax deductions such as union dues

Taxes paid:

- State and local income taxes paid
- Real estate taxes paid (may be included in Forms 1098)
- Personal property taxes (vehicle license fee based on value)

Other information:

- Direct deposit information: routing and account numbers
- Foreign bank account information: location, name of bank, account number, peak value of account during the year