

Tax Year: _____ **Today's Date:** _____ **Next Appointment:** _____

Use this checklist to help you gather your important personal, employment, residential, and financial information. Check all that apply.

Name: _____ **Phone Number:** _____

Address: _____



Personal Information	√
Taxpayer's SSN/ITIN Numbers and DOB	
Dependent's SSN/ITIN Numbers and DOB	
Driver's License	
Income	√
W- 2 wage forms for this year	
Unemployment compensation (1099- G)	
Miscellaneous income including rent (1099- Misc.)	
Pensions and annuities (1099- R)	
Social Security/RRI benefits (RRB- 1099)	
Partnership, S Corporation, & trust income (Schedules K- 1)	
Alimony (received)	
Jury duty pay	
Gambling and lottery winnings	
Prizes and awards	
Scholarships and fellowships	
State and local income tax refunds (1099- G)	
Homeowner/Rental Data	√
Mortgage interest (1098)	
Sale of your home or other real estate (1099- S)	
Second mortgage interest paid	
Rent paid during tax year	
Moving expenses	
Financial Assets	√
Interest income statements (1099- INT & 1099- OID)	
Dividend income statements (1099- DIV)	
Proceeds from broker transactions (1099- B)	
Retirement plan distribution (1099- R)	
Financial Liabilities	√
Early withdrawal penalties on CD's and other time deposits	
Stock and Bond transaction information	

Taxes Paid	√
Federal, state & local estimated income tax paid for current year (estimated tax vouchers, cancelled checks & personal payment records)	
Local Personal Property Tax	
State Personal Property Tax	
Real Estate Tax	
Employment taxes and other business taxes paid for current year (payment records)	
Expenses	√
Gifts to charity (cash and non- cash)	
Un- reimbursed expenses related to volunteer work	
Investment expenses	
Medical savings accounts	
Medical Expenses (prescriptions, insurance premiums, medical supplies, eye exams, glasses, contacts, co- pays, medical transportation (miles), other)	
Adoption expenses	
Alimony paid	
Tax return preparation expenses and fees	
Daycare	√
Childcare Expense	
Name and Address of Provider	
SSN or EIN of Provider	
Education Expenses	√
Job- related education expenses	
Tuition and Education Fees (1098- T)	
Student Loan Interest (1098- E)	
Education Mileage	
Miscellaneous Documents	√
Prior year tax returns (past three if available) including income documents (W- 2's, 1099's)	
IRA, KEOGH and other retirement plan contributions (If self-employed, identify as for self or employees)	
Records to document casualty or theft losses	
Records for any other expenditures that may be deductible	
Records for any other revenue for sales of property that may be taxable or reportable	

Business/Employee Expenses	√
Business income (1099- MISC and/or own records)	
Partnership income(SchedulesK-1)	
Farm- related expenses (receipts, other documents & personal records)	
Employment Taxes and other Retirement Plan Contributions	
Auto loans and leases (if for business use)	
Auto repairs and expenses (if for business use)	
Entertainment and Meals	
Job Hunting Expenses	
Lodging	
Office in Home	
Professional Dues	
Publications	
Research Expenses	
Safety Equipment	
Supplies	
Telephone	
Tools/Equipment	
Travel	
Union Dues	
Uniforms and Cost of Cleaning	
Vocational Supplies	
Other	√