Personal Tax Income Checklist

Income Items

- ☐ W-2s from Employers
- ☐ K-1s from Partnerships, S-Corps, Trusts, Estates
- ☐ 1099s from Banks, Investment Brokers, Government Agencies, Contract Employers, etc.
    - ☐ For 1099 Broker Statement, confirm cost basis has been provided or include historical cost based on purchase documents
    - ☐ Government Agencies includes unemployment, state refunds & taxable disability
- ☐ Alimony received (social security required)
- ☐ Retirement income include pensions, social security benefits and IRA/401k distributions Cancellation of Debt
- ☐ Misc Income: Gambling winnings, scholarships, rewards, other income, etc.

Deduction Items

- ☐ Tuition Fees, Required Education Expenses, Student Loans
- ☐ Moving Expenses
- ☐ IRA Contributions
- ☐ Alimony Paid (social security required)
- ☐ Medical Expenses
- ☐ HSA Contributions
- ☐ Mortgage, Property / Real Estate Taxes/ Private Mortgage Insurance (PMI) Premiums
    - ☐ 1098 from Mortgage Lender may include all 3 if paid through escrow account
- ☐ Home Purchase / Refinance Documents, HUD Statements
- ☐ Personal Property Taxes
- ☐ Charitable Contributions
- ☐ UN- Reimbursed Job-Related Expenses
- ☐ Tax Preparation Fees
- ☐ Child & Dependent Care Expenses

Rental Property Items

- ☐ Rent received (may have been received on Form 1099 Box 1)
- ☐ Property expenses directly related to the renting & maintenance may include:
    - ☐ Mortgage interest, property taxes, management fees, repairs, supplies, advertising, Vehicle and Mileage Log for business mileage expense
- ☐ HUDs/Closing Statements for purchases, refinances and/or sales
- ☐ Prior year depreciation schedules showing cost basis and service dates
- ☐ List of improvements, completion dates, values, if depreciated in earlier years
- ☐ Form 8542 or similar detailing any disallowed passive losses on your rental properties