Tax Documentation Checklist

**General Taxable Income**
\_\_\_ Alimony Received or Paid (prior to 12/31/2018)
\_\_\_ Dividend Income Statements: Form 1099-DIV
\_\_\_ Interest Income Statements: Form 1099-INT & 1099-OID
\_\_\_ Miscellaneous Income: Form 1099-MISC or 1099-NEC
\_\_\_ Sales of Real Estate: Form 1099-S
\_\_\_ Sales of Stock, Land, etc.: Form 1099-B
\_\_\_ State Tax Refunds: Form 1099-G
\_\_\_ Unemployment Compensation Received 1099-G
\_\_\_ W-2 Form(s) for Wages, Salaries, and Tips

**Retirement Income**
\_\_\_ Railroad Retirement & Social Security Income: Form SSA-1099
\_\_\_ Retirement Income: Form 1099-R

**Business Income**
\_\_\_ Business Income and Expenses
\_\_\_ Farm Income and Expenses
\_\_\_ Form K-1 Income from Partnerships, Trusts, and S-Corporations
\_\_\_ Rental Income and Expenses
\_\_\_ Tax Deductible Miles Traveled for Business Purposes

**Tax Credits Checklist**
\_\_\_ Adoption Expense Information
\_\_\_ Child Care Provider Address, I.D. Number and Amounts Paid
\_\_\_ First Time Home Buyer Tax Credit
\_\_\_ Foreign Taxes paid
\_\_\_ Letter 6419, Advanced Child Tax Credit Payments Letter

\_\_\_ Notice 1444-C or Letter 6475, Economic Stimulus Payment Letter

**Expense and Tax Deduction Checklist**
\_\_\_ Charitable Cash Contributions
\_\_\_ Doctor and Dentist Payments
\_\_\_ Fair Market Value of Non-cash Contributions to Charities
\_\_\_ Home Mortgage Interest from Form 1098M
\_\_\_ Home Second Mortgage Interest Paid
\_\_\_ Hospital and Nurse Payments
\_\_\_ Investment Expenses
\_\_\_ IRA Contributions
\_\_\_ Medical Expenses for the Family
\_\_\_ Medical Insurance Paid
\_\_\_ Miles Traveled for Volunteer Purposes
\_\_\_ Miles Traveled for Medical Purposes
\_\_\_ Personal Property Taxes Paid
\_\_\_ Prescription Medicines and Drugs
\_\_\_ Real Estate Taxes Paid
\_\_\_ State Taxes Paid with Last Year's Return (if itemized)
\_\_\_ Student Loan Interest Paid (Up to $2,500) 1098-E
\_\_\_Unreimbursed Expenses Related to Volunteer Work

**Tax Estimate Payments Checklist**
\_\_\_ Estimated Tax Payments Made with ES Vouchers
\_\_\_ Last Year's Tax Return Overpayment Applied to This Year
\_\_\_ Off Highway Fuel Taxes Paid

**General Information**
\_\_\_ Bank Routing Transmit Number and Account Number (Direct Deposit) – With each return
\_\_\_ Child Care Expenses for Each Dependent (Name, address, Social Security/EIN, Phone Number and amount paid to the Caretaker)
\_\_\_ Copy of Last Year's Tax Return
\_\_\_ Dependents' Names, Dates of Birth, and copy of Social Security Cards
\_\_\_ Dependents' Post High School Educational Expenses (Accredited Institution, not K-12)
\_\_\_ Educational Expenses for You, Your spouse and Dependents 1098-T
\_\_\_ Prior Year Adjusted Gross Income (AGI) & Personal Identification
\_\_\_ Social Security Cards for You, Your Spouse and Your Dependents