

Tax Prep Checklist

(This list is updated for allowable credits and deductions as of the 2019 Tax Year. It applies to the most common tax situations and may not be all inclusive)

General Information

- Bank Account Number (BAN) (For direct deposit/debit purposes)
- Copy of Last Year's Tax Return
- Dependents' Names, Years of Birth, and Social Security Cards
- Prior Year Adjusted Gross Income (AGI) & Personal Identification Number
- Routing Transmit Number (RTN) (For direct deposit/debit)
- Social Security Numbers for You and Your Spouse

General Taxable Income

- Alimony Received or Paid
- Dividend Income Statements: Form 1099-DIV
- Interest Income Statements: Form 1099-INT & 1099-OID
- Miscellaneous Income: Form 1099-MISC
- Sales of Real Estate: Form 1099-S
- Sales of Stock, Land, etc.: Form 1099-B
- State Tax Refunds: Form 1099-G
- Unemployment Compensation Received
- 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 (Please Request Self Employment Ledger)
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Rental Income and Expenses (Please Request Rental Property Form)
- Tax Deductible Miles Traveled for Business Purposes

Tax Credits Checklist

- Adoption Expense Information
- Child Care Expenses for Each Dependent
- Child Care Provider Address, I.D. Number and Amounts Paid

- Dependents' Post High School Educational Expenses
- Educational Expenses for You and Your Spouse
- Foreign Taxes paid

Expense and Tax Deduction Checklist

- Amount Paid to Professional Preparer Last Year
- Casualty and Theft Losses
- Charitable Cash Contributions
- Doctor and Dentist Payments
- Fair Market Value of Non-cash Contributions to Charities
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Investment Expenses
- IRA Contributions
- Job-hunting Expenses
- Last Year's Tax Preparation Fee
- Medical Expenses
- Medical Insurance Premiums
- Miles Traveled for Volunteer Purposes
- Miles Traveled for Medical Purposes
- Moving Expenses
- Personal Property Taxes Paid
- Prescription Medicines and Drugs
- Real Estate Taxes Paid
- Student Loan Interest Paid
- 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