

# Tax Preparation Checklists

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Tax season offers plenty of challenges especially when it comes to gathering up all that documentation that needs to be handy while working on your tax return.

Fortunately, a tax preparation checklist can make light of the situation and help you discover what's needed to proceed when ready.

Being prepared for tax season will help you expedite your tax return preparation process, and quite possibly reduce your taxes.

**Gathering up all the documents needed to prepare and file your tax return with ease.**

Our checklists are provided to help you collect the most common items that are generally required when you are filing tax returns or gathering up documentation to supply to your personal tax professional (CPA).

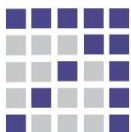


These lists include common items and documentation generally required to prepare tax returns for individuals and families, business owners, self-employed taxpayers and investors.

## Checklist for Individuals and Families

### General Information

- Bank account number and routing number, if you are opting for depositing your tax refund directly into your bank account.
- Date of Birth for yourself, spouse and dependents.
- Full Names and Social Security Numbers for yourself, your spouse, and any children / dependents that you have.
- Payments of Estimated Federal, State, local taxes paid or paycheck withholding amounts paid over the tax year being filed.
- Previous years tax returns for you and you spouse.



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## Income Documentation

- Alimony received
- Business or farming income - profit/loss statement, capital equipment information
- Cost Basis of Securities Sold
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.
- Prior year installment sale information - [Forms 6252](#), principal and interest collected during the year, SSN and address for payer
- Rental property income and expenses: profit/loss statement, suspended loss information
- Social Security received
- W-2 forms for you and your spouse
- [SSA-1099](#) for Social Security benefits received
- 1099-MISC Income: independent contractor forms
- [1099-S](#) form for income from sale of a property
- 1099-C forms for cancellation of debt
- [1099-R, Form 8606](#) for distributions from IRAs or retirement plans
- 1099 – Interest and Dividend Income, Retirement, Annuities, tax refunds, Unemployment
- 1099-G unemployment income forms, or state / local tax refunds
- [1099-INT](#), [1099-DIV](#), 1099-B, or K-1s investment, interest income

## Adjustments to your income

- Alimony paid
- Keogh, SEP, SIMPLE, and other self-employed pension plans
- Receipts for qualified energy-efficient home improvements (solar, windows, etc.)
- Records of IRA contributions made during the year
- Records of Medical Savings Account (MSA) contributions
- Records of moving expenses
- Self-employed health insurance payment records
- Teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- [Form 1098-E](#) for student loan interest paid (or loan statements for student loans)
- [Form 1098-T](#) for tuition paid (or receipts/canceled checks for tuition paid for post-high school)



## ☒ Deductible Expenses

### Itemized Deductions (Schedule A)

- List of Charitable Contributions
- Medical Expenses, Health Care Insurance, Prescriptions, Doctors, Dentists, Eyeglasses, Long Term Health Care Insurance
- Real Estate Taxes and other taxes paid, PMI insurance, points,
- Un-reimbursed Job Expense
- Union/Professional Dues, Job related costs, uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- [Form 1098](#) – Mortgage Interest Expense

### [Tax Credit & Deduction for Individuals](#)

- Adoption expenses
- Alimony Paid (need Social Security number of recipient)
- Casualty and theft losses, insurance reimbursements
- Charitable donations: official receipts/checks, cash amounts, donated property value, miles driven, out-of-pocket expenses
- Child Care Expenses provider's name, address, tax ID, \$ amount
- Home business expenses, home size/office size, home expenses
- Investment interest expenses
- IRA contributions
- Medical and dental expense records
- Medical savings account
- Moving expenses
- Personal property taxes
- Real estate taxes paid
- Rental Property Expense & cost basis
- Work vehicle license fees, mileage

## ☒ Additional Documentation

Prior-year refund applied to current year and/or any amount paid with an extension to file



Foreign bank account information: location, name of bank, account number, peak value of account during the year

## Printable Tax Documentation Checklist

### 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

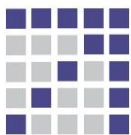
- ☐ Business Income and Expenses
- ☐ Farm Income and Expenses
- ☐ Form K-1 Income from Partnerships, Trusts, and S-Corporations
- ☐ Rental Income and Expenses
- ☐ Tax Deductible Miles Traveled for Business Purposes

### 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

### Expense and Tax Deduction Checklist

- ☐ Amount Paid to Professional Preparer Last Year
- ☐ Casualty and Theft Losses
- ☐ Charitable Cash Contributions
- ☐ Doctor and Dentist Payments



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- ☐ Fair Market Value of Non-cash Contributions to Charities
- ☐ Home Mortgage Interest from Form 1098
- ☐ Home Second Mortgage Interest Paid
- ☐ Hospital and Nurse Payments
- ☐ Investment Expenses
- ☐ IRA Contributions
- ☐ Job-hunting Expenses
- ☐ Last Year's Tax Preparation Fee
- ☐ Medical Expenses for the Family
- ☐ Medical Insurance Paid
- ☐ Miles Traveled for Volunteer Purposes
- ☐ Miles Traveled for Medical Purposes
- ☐ Miles Traveled Related to Your Job
- ☐ Moving Expenses
- ☐ 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
- ☐ Tax Deductible Unreimbursed Expenses Related to Your Job
- ☐ Union and Professional Dues
- ☐ 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 Account Number (BAN) (For direct deposit/debit purposes)
- ☐ Child Care Expenses for Each Dependent
- ☐ Copy of Last Year's Tax Return
- ☐ Dependents' Names, Years of Birth, and Social Security Numbers
- ☐ Dependents' Post High School Educational Expenses
- ☐ Educational Expenses for You and Your Spouse
- ☐ Prior Year Adjusted Gross Income (AGI) & Personal Identification
- ☐ Routing Transmit Number (RTN) (For direct deposit/debit)
- ☐ Social Security Numbers for You and Your Spouse