Tax Season ✓ Checklist

Basics For All Filers

- ○ social security numbers (yourself & dependents)
- ○ copy of last year's tax return
- ○ bank account/routing number
- ○ loan statements

Business Owners

- ○ EIN Letter/ Business Entity Election
- ○ insurance premiums and/or expenses
- ○ business income and expenses
- ○ list of assets and equipment
- ○ milage logs

Income

- ○ W-2's
- ○ 1099s for all forms of income

Deductions

- ○ medical/dental expenses
- ○ health insurance payments
- ○ IRA and HSA contributions
- ○ vehicle purchase sales tax
- ○ childcare expenses

Home & Rental Properties

- ○ 1098s: interest on mortgage, equity or student loans
- ○ paid real estate taxes
- ○ insurance premiums
- ○ energy efficient upgrade receipts
- ○ sales tax on newly purchased vehicles
- ○ purchase/sale records (home, rental property, etc.)
- ○ rental income
- ○ mileage (for rental related issues)
- ○ receipts: for rental upgrades, repairs, upgrades, etc.

Deductions Continued

- ○ job search expenses
- ○ moving expenses
- ○ amount paid for last year's tax prep
- ○ educational expenses
  (loan interest/ supplies/tuition)

Donations

- ○ charitable contribution receipts
- ○ volunteer expense deductions

Miscellaneous

- ○ record of estimated tax payments
- ○ IRA/401K total contributions