

Tax Preparation Checklist to File Your Taxes

Reminder: 2023 taxes are due April 15, 2024 for calendar year filers

Completed

 **Basic Info**

- Will or trust instrument
- Name and EIN of the estate or trust
- Name, title and address of the fiduciary
- Last year's return
- Estimated taxes paid
- Beneficiary's name, address and SSN/EIN

Completed

 **Documents Received**

- Form W-2s – wage and tax statements
- Form 1099s – includes miscellaneous income, interest income, dividend income, unemployment compensations and retirement plan distribution
- Form 1099-Ks – payment card and third party network transactions
- Form 2439s – notice to shareholder of undistributed long-term capital gains
- Schedule K-1s – partnership, S Corporation and trust income

Completed

 **Personal Records**

- Charitable contributions
- Business or employee expenses
- Gambling expenses
- Investment transactions

Completed

 **E-file/Print**

- Bank information (account and routing number for direct withdrawal)

Notes