Tax Preparation Document Checklist for New Clients

Income

1. Salary - all copies of W-2 & 1099 forms.
2. Stocks, bonds, mutual funds - 1099 forms reporting all stock sales, as well as purchase date, cost & fees - also, any 3922 forms reporting employee stock options.
3. Ownership interest in S-Corporations, Partnerships, LLCs - K1 forms.
4. Gov't - 1099 forms reporting unemployment compensation, state tax refunds & social security benefits.
5. Retirement - 1099 forms for all retirement fund transfers.
6. Business & Rental - summarized schedule of revenue & expenses (or self-employed worksheet), beginning & ending bank statements, rental property questionnaire.

Deductions

1. Home & property transactions - settlement information relating to sales or purchases, plus cost of any improvements.
2. Interest expenses - 1098 forms for all year-end lender loan statements, including those refinanced or paid off during the year.
3. Real estate taxes paid - if not listed on 1098 form.
4. IRA contributions - amounts paid or anticipated to be paid.
5. Medical expenses - any expenses not covered by insurance including health insurance premiums, co-pays, dental, or eye work.
6. Charitable contributions - schedule of donations detailing: amount, organization's name & address, date contributed, description of property donated.
7. Childcare expenses - amount paid, name, address, & social security number/EIN of all childcare providers.
8. Student loan interest - 1098 forms detailing amount of interest paid.
9. Education credits - higher education expenses paid including tuition, books, room & board for taxpayers & dependents.

General Information

1. Copy of driver's license of taxpayer & spouse (we can copy for you).
2. Copy of previous year tax return (federal & state(s)).
3. Any IRS or state tax correspondence received.
4. Any other documents you feel may be needed.