

Tax Preparation Checklist

Basics

- Social Security Number
- Spouses full name and SSN
- Amount of any alimony paid; ex-spouses name & SSN
- Prior years tax return
- Form W-2

Addition people who belong on return if applicable

- Names; DOB; SSN
- Childcare records (including provider's ID number)
- Approximate income of others in household (not spouse)
- Form 8332, divorce decree, or other document showing your ex- spouse is releasing their right to claim a child to you

Education Payments if applicable

- Bills from institution or anything that itemizes what you paid or received loans for
- Forms 1098-T and 1098-E, if you received them
- Scholarships and fellowships

Self-Employment Info if applicable

- Forms 1099-Misc, Schedule K-1, income records not on 1099
- Expense records (receipts, checks, statements)
- Asset information for depreciation (cost, date placed in service, salvage value, etc)
- Office in home information

Vehicle Information if applicable

Standard

- Total miles driven for the year
- Total business miles driven for the year (other than commuting)
- Amount of parking and tolls paid

Actual expenses

- Receipts for gas, tolls, car washes, oil changes, license, tax, interest, etc

Rental Income if applicable

- Records of income and expenses
- Rental asset information for depreciation (cost, date placed in service, etc)

Retirement Information if applicable

- Pension/IRA/Annuity income (Form 1099-R)
- Social Security/RRB income (Form 1099-SSA, Form RRB-1099)

Savings and Investments if applicable

- Interest, dividend income (Form 1099-INT, Form 1099-OID, Form 1099-DIV)
- Income from sales of stock or other property (Form 1099-B, Form 1099-S)
- Date of acquisition and records of your cost or other basis in property you sold

Tax Preparation Checklist Cont.

Other Income if applicable

- Unemployment, state tax refund (Form 1099-G)
- Gambling Income (Form W-2G or records showing income and expenses)
- Amount of any alimony received and ex-spouse's name
- Health care reimbursements (Form 1099-SA or Form 1099-LTC)
- Jury duty records
- Hobby income and expense
- Prizes and awards
- Any other income reported on a Form 1099

Itemizing Deductions if applicable

- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than withholding) or amount of sales tax paid
- Real estate and personal property tax records
- Invoice showing amount of vehicle sales tax paid
- HUD statement showing closing date of home purchase
- Cash amounts donated to charities, schools and houses of worship
- Records of non-cash charitable donations
- Amount paid for healthcare insurance and co-pays
- Amount of miles driven for medical or charitable purposes
- Expenses related to your investments
- Amount paid for preparation of your tax return
- Employment-related expenses (dues, tools, publications, uniform cost and cleaning, travel)
- Job hunting expenses

IRA Information if applicable

- Amount contributed
- Traditional IRA basis
- Value of IRA's on Dec. 31

If you were affected by a federally declared disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information