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Checklist for Preparation of Your Tax Return

Below is a checklist to help you collect the information needed for your income tax returns.

	Documentation for Personal Income and Expense Items			Business, Employee-related and Rental Property Information
❑	W-2 forms from each employer you had during the year.		❑	Job-related expenses, such as union or professional association dues, work clothing, tools, supplies, job-hunting and job-related education.
❑	1099-INT and 1099-DIV interest and dividend income reporting forms.		❑	Log book for business use of a vehicle.
❑	1099-R forms for pension income and retirement plan distributions.		❑	Other records relating to vehicles purchased or leased during the year for which you are claiming business expense deductions.
❑	1099-S for Social Security benefits received.		❑	Receipts for travel, lodging and meals while on business.
❑	1099-G for state unemployment compensation, state tax refunds, gambling or lottery winnings.		❑	Receipts and records for all business-related income and expenses.
❑	1099-MISC for compensation received as an independent contractor, executor, trustee, etc.		❑	Records of all income from and expenses paid for rental real estate you own.
❑	1099-B for the sale of securities.			
❑	1099-S for sale of real estate.			**If You Can Answer Yes to the Following Questions, You Should Give All Related Documents to Your Tax Preparer**
❑	Form 1098 for mortgage or home equity loan interest you paid.		❑	Did you pay interest on higher education loans?
❑	1098-T for tuition and fees paid for higher education (and info on other education expenses)		❑	Were there any births, deaths, adoptions, divorces or marriages in your household?
❑	Alimony paid or received, including Social Security Number of recipient (save cancelled checks)		❑	Did you convert a traditional IRA to a Roth, or recharacterize a Roth back to a traditional IRA?
❑	Records of purchase and sale of a personal residence, including the settlement statement from closing (Keep records of all home improvements)		❑	Did you receive tip income?

❑	Real estate taxes paid during the year.		❑	Did you receive a notice from the IRS, state or local taxing agency regarding a prior year tax return?
❑	Summary of medical and dental expenses paid during the year and any insurance reimbursements.		❑	Did you receive installment payments on property sales?
❑	Schedule of estimated federal, state and local taxes paid during the year.		❑	Did your children under 14 years of age receive investment income?
❑	Summary of charitable donations, including cash, checks and donated property. Keep all receipts. If value of donated property exceeds $500, an itemized list is necessary.		❑	Did you support anyone other than your own children?
❑	Child care expenses and provider information. The tax identification number of the provider is required.		❑	Did you make gifts to any individual other than your spouse of more than $12,000?
❑	Information on IRA contributions made or to be made for the tax year.		❑	Do you have a foreign bank account?
❑	Summary of moving expenses, if eligible for the moving expense deduction.		❑	Did you refinance your mortgage during the year?
❑	Schedules K-1 from partnerships, S corporation, trusts or estates. NOTE: These forms are not required to be delivered to you by January 31st, so they may arrive later than other tax documents.		❑	Did you pay points to purchase a home or refinance a mortgage during the year?
❑	Summary of casualty losses from fire, theft or natural disaster.		❑	Did you receive non-taxable sick pay?
			❑	Did you have household employees?
			❑	If you did not receive a W-2 from a former employer, do you have the final pay stub from that employer?
			❑	Did you receive money from a lawsuit?
			❑	Did you receive money from any other source not previously mentioned in this checklist?

When you have received your tax documents

call us to set up an appointment

as soon as possible at

239-992-6211.