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TAX PREPARATION CHECKLIST, ALL CLIENTS

Having the right information at hand is half the battle when doing your taxes. Use this checklist to help you gather your important personal, employment, residential and financial information. You can avoid multiple trips to your tax professional by collecting the documents on the list.

1. **PERSONAL DATA**
* Social Security Numbers (including spouse and children)
* Child Care Provider (name, address, tax Ld. or social security number)
* Alimony Paid (social security number)
1. **EMPLOYMENT & INCOME DATA**
* W-2 Forms (current year)
* Unemployment Compensation: FORMS 1099-G
* Miscellaneous Income including Rent: FORMS 1099-MISC
* Partnership, S Corporation and Trust Income: SCHEDULES K-I
* Pensions and Annuities: FORMS 1099-R
* Social Security/ RRI Benefits: FORMS RRB-l 099
* Alimony Received
* Jury Duty Pay
* Gambling & Lottery Winnings
* Prizes and Awards
* Scholarships and Fellowships
* State and Local Income Tax Refunds: FORM 1099-G
1. **HOMEOWNER DATA**
* Residential Address(es) (current year)
* Mortgage Interest: FORM 1098
* Sale of Home or Other Real Estate: FORM 1099-S
* Second Mortgage Interest Paid
* Real Estate Taxes Paid
* Rent Paid During Tax Year
* Moving Expenses
1. **FINANCIAL ASSETS**
* Interest Income Statements: FORM 1099 INT & 1099-010
* Dividend Income Statements: FORM 1099-DIV
* Proceeds from Broker Transactions: FORM 1099-B
* Retirement Plan Distribution: FORM 1099-R
1. **FINANCIAL LIABILITIES**
* Auto Loans and Leases for Vehicles Used for Business (account numbers and car value)
* Student Loan Interest Paid
* Early Withdrawal Penalties on CDs and Other Time Deposits
1. **STOCK SALES**
* Capital Gain or Losses (Stock Sales): FORM 1099-B
* Interest Income Statements: FORM 1099 INT & 1099-OID
* Dividend Income Statements: FORM 1099-DIV
* Proceeds from Broker Transactions: FORM 1099-B
* Retirement Plan Distribution: FORM 1099-R
1. **VEHICLE REGISTRATION FEES**
* Cars
* Boats
* Motorcycles
* Motor homes/RVs
* Trailers
1. **EXPENSES**
* Gifts to Charity (qualified written statement from charity for any single donations of $250 or more) Unreimbursed Expenses related to Volunteer Work
* Unreimbursed Expenses related to Job (travel expenses, uniforms, union dues, subscriptions)
* Investment Expenses
* Job-hunting Expenses
* Job-related Education Expenses
* Child Care Expenses
* Medical Savings Accounts
* Adoption Expenses
* Alimony Paid
* Tax Return Preparation Expenses and Fees
1. **SELF-EMPLOYMENT DATA**
* Business Income: FORMS 1099-MISC (and/or own records)
* Partnership SE Income: SCHEDULES K-I
* Business-related Expenses: RECEIPTS, INVOICES, DOCUMENTS, OWN RECORDS
* Farm-related Expenses: RECEIPTS, INVOICES, DOCUMENTS, OWN RECORDS
* Employment Taxes & Other Business Taxed Paid for Current Year: PAYMENT RECORDS
1. **MISCELLANEOUS TAX DOCUMENTS**
* Federal, State & Local Estimated Income Tax Paid for Current Year: ESTIMATED TAX VOUCHERS, CANCELLED CHECKS & OTHER PAYMENT RECORDS
* IRA, Keogh and Other Retirement Plan Contributions (If self-employed, identify as for self or employees) Records to document Medical Expenses
* Records to documents Casualty or Theft Losses Records for any other Expenditures (that may be deductible) Records for any other Revenue or Sales of Property (that may be taxable or reportable)

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