TAX PREPARATION DOCUMENTS CHECKLIST

CLIENT NAME (S): ______________________________

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION FOR YOUR TAX PREPARATION. IF YOU PROVIDE ORIGINAL DOCUMENTS, THEY WILL BE RETURNED ONCE WE HAVE COMPELTED YOUR FILING.

INCOME

- ☐ COPY LAST YEAR'S TAX RETURN
- ☐ COPY OF DRIVER'S LICENSE(S) FOR YOURSELF AND YOUR SPOUSE (IF FILING JOINTLY)
- ☐ BIRTH DATES FOR EVERYONE IN YOUR HOUSEHOLD

	NAME	BIRTHDATE	RELATIONSHIP
YOURSELF			SELF
SPOUSE			SPOUSE
DEPENDENT			
DEPENDENT			
DEPENDENT			
DEPENDENT			
DEPENDENT			
DEPENDENT			

- ☐ COPY OF SOCIAL SECURITY CARDS ON ALL PEOPLE IN YOUR HOUSEHOLD
- ☐ INCOME DOCUMENTATION
  - ☐ EMPLOYED
    - ☐ FORMS W-2
  - ☐ SELF-EMPLOYED
    - ☐ FORMS 1099 AND INCOME RECORDS OF AMOUNTS NOT REPORTED ON 1099s
    - ☐ RECORDS OF ALL EXPENSES RELATED TO BUSINESS INCOME
    - ☐ LIST OF BUSINESS ASSETS RELATED TO BUSINESS INCOME INCLUDING COST & DATE PLACED INTO SERVICE
    - ☐ HOME OFFICE EXPENSES RELATED TO BUSINESS INCOME
    - ☐ SCHEDULES K-1
    - ☐ LIST OF ESTIMATED TAX PAYMENTS MADE VIA FORM 1040-ES
  - ☐ RETIRED
    - ☐ SOCIAL SECURITY INCOME (1099-SSA)

- ☐ RRB INCOME (RRB-1099)
- ☐ PENSION/IRA/ANUITY INCOME (1099-R)
- ☐ TRADITIONAL IRA BASIS (AMOUNT OF PRE-TAX CONTRIBUTIONS)

☐ RENTAL INCOME

- ☐ RECORDS OF ALL RENTAL INCOME RECEIVED
- ☐ RECORDS OF ALL EXPENSES RELATED TO RENTAL ACTIVITY
- ☐ RENTAL ASSET DESCRIPTION, COST, AND DATE PLACED INTO SERVICE

☐ SAVINGS AND INVESTMENT INCOME

- ☐ INTEREST INCOME (1099-INT)
- ☐ DIVIDEND INCOME (1099-OID OR 1099-DIV)
- ☐ INCOME FROM SALES OF STOCK OR OTHER HOLDINGS (1099-B, 1099-S)
- ☐ DATE OF ACQUISITION ON SOLD ITEMS AND COST OR OTHER BASIS (BROKERAGE STATEMENT)
- ☐ LONG-TERM CARE DISBURSEMENTS (1099-LTC)
- ☐ EXPENSES RELATED TO INVESTMENTS

☐ UNEMPLOYED

- ☐ UNEMPLOYMENT, STATE TAX REFUND (1099-G)

☐ MISCELLANEOUS INCOME

- ☐ HEALTH SAVINGS ACCOUNT DISTRIBUTIONS (1099-SA)
- ☐ GAMBLING (W-2)
- ☐ JURY DUTY
- ☐ ANY OTHER 1099s RECEIVED

DEDUCTIONS

☐ HOME

- ☐ CLOSING / SETTLEMENT STATEMENT ON PURCHASES OR SALES
- ☐ MORTGAGE INTEREST STATEMENT (FORM 1098)
- ☐ PROPERTY TAX PAYMENTS
- ☐ RECORD OF ENERGY-SAVING HOME IMPROVEMENTS MADE DURING TAX YEAR

☐ MEDICAL INSURANCE

- ☐ FORMS 1095-A, 1095-B AND/OR 1095-C SHOWING COVERAGE FOR ALL 12 MONTHS OF THE YEAR

☐ MEDICAL EXPENSES

- ☐ AMOUNTS PAID FOR MEDICAL INSURANCE
- ☐ AMOUNTS PAID TO DOCTORS, DENTIST, OR HOSPITALS
- ☐ AMOUNTS PAID FOR PRECSCRIPTION MEDICATIONS
- ☐ MILEAGE DRIVEN TO RECEIVE MEDICAL CARE

☐ CHILDCARE EXPENSES

- ☐ AMOUNT PAID FOR DAYCARE
- ☐ IF PAID TO INDIVIDUAL MUST HAVE THEIR SOCIAL SECURITY NUMBER
- ☐ IF PAID TO BUSINESS MUST HAVE THEIR FEDERAL ID#

☐ EDUCATION EXPENSES

- ☐ AMOUNT OF TUITION PAID (FORM 1098-T
  - ☐ ITEMIZED LIST OF AMOUNTS PAID FOR QUALIFIED EDUCATION EXPENSES (COURSE RELATED BOOKS, SUPPLIES, AND EQUIPMENT)
  - ☐ STUDENT LOAN INTEREST (1098-E)
  - ☐ AMOUNT OF SCHOLARSHIPS RECEIVED
- ☐ EDUCATOR EXPENSES
  - ☐ ITEMIZED LIST OF AMOUNTS PAID FOR CLASSROOM EXPENSES
- ☐ SALES TAX
  - ☐ SALES CONTRACTS SHOWING AMOUNT OF SALES TAX PAID ON LARGE PURCHASES (VEHICLES, RECREATIONAL, ETC)
- ☐ RETIREMENT CONTRIBUTIONS
  - ☐ TYPE OF ACCOUNT (ROTH, TRADITIONAL) AND AMOUNT OF IRA CONTRIBUTIONS FOR THE YEAR (FORM 5498)
- ☐ HEALTH SAVINGS ACCOUNTS CONTRIBUTIONS
  - ☐ AMOUNT OF HEALTH SAVINGS ACCOUNT CONTIBUTIONS FOR THE YEAR (FORM 5498-SA)
- ☐ CHARITABLE CONTRIBUTIONS
  - ☐ CASH AMOUNTS DONATED TO CHARITABLE ORGANIZATIONS, HOUSES OF WORSHIP, OR SCHOOLS
  - ☐ RECORDS ON NON-CASH CHARITABLE DONATIONS
  - ☐ MILEAGE DRIVEN FOR CHARITY