

TAX CHECKLIST

GENERAL INFORMATION

- Bank account number and routing number, if you are opting for depositing your tax refund directly into your bank account
- Full Names, Social Security Numbers and birthdates for yourself, your spouse, and any children / dependents that you have
- Payments of Estimated Federal, State, local taxes paid or paycheck withholding amounts paid over the tax year being filed
- Previous year tax returns
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information: location, name of bank, account number, peak value of account during the year

INCOME DOCUMENTATION

- Business or farming income - profit/loss statement, capital equipment information
- Cost Basis of Securities Sold
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- Rental property income and expenses: profit/loss statement, and cost basis
- W-2 forms for family members
- SSA-1099 for Social Security benefits received
- 1099-MISC Income: independent contractor forms
- 1099-S form for income from sale of a property
- 1099-C forms for cancellation of debt
- 1099-R, Form 8606 for distributions from IRAs or retirement plans
- 1099 – Interest and Dividend Income, Retirement, Annuities, tax refunds, Unemployment
- 1099-G unemployment income forms, or state / local tax refunds
- 1099-B or K-1s investment

ADJUSTMENTS

- Keogh, SEP, SIMPLE, and other self-employed pension plans
- Receipts for qualified energy-efficient home improvements (solar, windows, etc.)
- Records of IRA contributions made during the year
- Records of Medical Savings Account (MSA) contributions
- Records of moving expenses – *for active military only*
- Self-employed health insurance payment records
- Teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)

DEDUCTIBLE EXPENSES

- Medical Expenses, Health Care Insurance, Prescriptions, Doctors, Dentists, Eyeglasses, Long Term Health Care Insurance
- Real Estate Taxes and other taxes paid, PMI insurance, points,
- Form 1098 – Mortgage Interest Expense
- Adoption expenses
- Casualty and theft losses, insurance reimbursements
- List of Charitable Contributions
- Charitable donations: official receipts/checks, cash amounts, donated property value, miles driven, out-of-pocket expenses
- Child Care Expenses provider's name, address, tax ID, \$ amount
- Home business expenses, home size/office size, home expenses
- IRA contributions
- Rental Property Expense & cost basis