

TAX DOCUMENT CHECKLIST:

This checklist will assist you in gathering all the important tax records and tax documents you need so that we can prepare and e-file your federal and state tax returns faster and more accurately. Please print this list and check off each item you have collected for your tax return. **You might mark an "x" on those items which are not relevant to you.**

General Information

- Copy of Last Year's Tax Return
- Social Security Numbers for You and Your Spouse
- Educational Expenses for You and Your Spouse
- Dependents Names, Dates of Birth, and Social Security Numbers
- Dependents Post High School Educational Expenses
- Child Care Expenses for Each Dependent
- Prior Year Personal Identification Number (PIN)
- Routing Transmit Number (RTN)(For direct deposit/debit purposes)
- Bank Account Number (BAN)(For direct deposit/debit purposes)

General Taxable Income

- W-2 Form(s) for Wages, Salaries, and Tips
- Interest Income Statements: Form 1099-INT & 1099-OID
- Dividend Income Statements: Form 1099-DIV
- Sales of Stock, Land, etc.: Form 1099-B
- Sales of Real Estate: Form 1099-S
- State Tax Refunds: Form 1099-G
- Alimony Received or Paid
- Unemployment Compensation 1099-G
- Miscellaneous Income: Form 1099-MISC

Retirement Income

- Retirement Income: Form 1099-R

Social Security and Railroad Retirement Income

Form SSA-1099

Business Income

Business Income and Expenses

Rental Income and Expenses

Farm Income and Expenses

Form K-1 Income from Partnerships, Trusts, and S-Corporations

Miles Traveled for Business Purposes Tax Credits Checklist

Child Care Provider Address, I.D. Number and Amounts Paid

Adoption Expense Information

Foreign Taxes paid

First Time Home Buyer Tax Credit

Expense and Tax Deduction Checklist

Medical Expenses for the Family

Medical Insurance Paid

Long Term Care Insurance Paid

Prescription Medicines and Drugs

Doctor and Dentist Payments

Hospital and Nurse Payments

Miles Traveled for Medical Purposes

Home Mortgage Interest from Form 1098

Home Second Mortgage Interest Paid

Real Estate Taxes Paid

State Taxes Paid with Last Year's Return (if itemized)

Personal Property Taxes Paid

- Cash Contributions to Charities
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Miles Traveled for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses
- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Last Year's Tax Preparation Fee

Tax Estimate Payments Checklist

- Estimated Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year

Use this checklist to prepare for your tax appointment!