

## Tax Preparation Checklist

Whether you are planning on doing your own taxes or meet with a tax preparer, these are the things you will need to collect from this past year:

### INCOME DOCUMENTS

#### Employment

- ◇ W-2 forms

#### Trust, partnership or S-Corp income

- ◇ Schedules K-1

#### Unemployment compensation

- ◇ 1099-G forms

#### Miscellaneous income

- ◇ 1099-MISC forms and/or bookkeeping

#### Social security benefits

- ◇ RRB-1099 forms

#### State & local income tax refund

- ◇ 1099-G forms

#### Sale of home or real estate

- ◇ 1099-S forms

#### Interest income statements

- ◇ 1099-INT and 1099-OID forms

#### Dividend income statements

- ◇ 1099-DIV forms

#### Records from other income that may be taxable or reportable

- ◇ Alimony
- ◇ Jury duty pay
- ◇ Gambling or lottery winnings
- ◇ Prizes or awards
- ◇ Scholarships

### RETIREMENT, PENSION & INVESTMENTS

#### Retirement/IRA

- ◇ Amount contributed to an IRA and total value as of December of tax year.

#### Retirement plan, pensions & annuities

- ◇ 1099-R forms

#### Proceeds from broker transactions

- ◇ 1099-B forms

### PERSONAL INFORMATION

- ◇ **Social Security Card**, for you and spouse
- ◇ **Home address**
- ◇ **Dependents**, Name, date of birth and SSN

### TAX DEDUCTIBLE EXPENSES\*

#### Education Expenses

- ◇ Scholarships, Student Loan Interest, Itemized receipts of qualified educational expenses (Form 1098-T).

#### Year-to-date

- ◇ 529 College Saving Plan Statement

#### Child & Dependent Care Expenses

- ◇ Name, address, Tax ID or Social Security Number of the child care provider.

#### Business Expenses and Assets

- ◇ For self employed individuals.

#### Educator expenses

- ◇ If you are a teacher.

#### Charitable Contributions

- ◇ Detailed list of donations. Have receipts for contributions over \$250.

#### Vehicles

- ◇ Vehicle sales tax paid, personal property tax statement for each car, total miles driven for personal use/business. Keep a detailed log of miles driven for business.

#### Homeowners

- ◇ Mortgage interest statement, Form 1098
- ◇ Real estate taxes paid
- ◇ Statement of Property Tax

#### Miscellaneous Deductions

- ◇ Moving Expenses
- ◇ Healthcare Expenses
- ◇ Energy Saving Home Improvements
- ◇ Foreign Taxes Paid
- ◇ First Time Homebuyer
- ◇ Casualty & Theft Losses
- ◇ Last Year Tax Preparation Fees