

Tax Preparation Checklist

Before you prepare your income tax return, please go complete the checklist below. Review the areas that apply to you and your tax situation, and ensure you have the required info available.

Client:

Tax Year:

Filing status:

Most people will need:

This info informs the IRS of who is filing, who is covered in your tax return, and where to deposit your tax refund.

PERSONAL INFO

- Social Security numbers and dates of birth for you, spouse & dependents
- Copy of last year tax return
- Bank account number and routing number

INFO ABOUT YOUR INCOME

- W2 Forms for you and spouse
- 1099C Forms for cancellation of debt
- 1099G Forms for unemployment income
- 1099 Misc forms for you and spouse
- 1099R Form 8606 for payments/distributions from IRAs or retirement plans
- 1099S Forms for income from sale of a property
- 1099INT, DIV, B or K-1s for investment or interest income
- SSA 1099 For Social Security benefits received
- Alimony received
- Business/Farming income - Profit/Loss statement
- Rental Income/Expenses
- Forms 6252, principal and interest collected
- Miscellaneous Income



ACCOUNTING SERVICES

**ADJUSTMENTS
TO YOUR
INCOME**

- Form 1098E Student Loan interest paid
- Form 1098T for tuition paid
- Teachers expenses paid for classrooms supplies, etc
- Records of IRA contributions made during the year
- Receipts for energy-efficient home improvements
- Records of Medical Savings Account (MSA contributions
- Self-employed health insurance payment records
- Alimony paid
- Pension plan amounts

**DEDUCTIONS &
CREDITS**

- Child care costs: provider's name, address, Tax ID and amount
- Educations costs: Form 1098T and expenses
- Adoption costs: SSN of child, records of legal and medical costs
- Forms 1098: Mortgage Interest
- Investment Interest expenses
- Charitable donations
- Medical and Dental expenses (out-of-pocket)
- Charitable donations

**TAXES YOU'VE
PAID**

- State and local Income taxes paid
- Real estate taxes paid
- Personal Property taxes
- Vehicle license fees based on value of the vehicle

