Tax Document & Information Checklist

Personal Information:

- ☐ Full names and Social Security numbers for yourself, all dependents and spouse
- ☐ Dates of birth for yourself, your spouse and all dependents
- ☐ Address, telephone/cell phone numbers, email address – preferred method of contact
- ☐ Childcare provider information including name, address, tax id number or SSN
- ☐ Any alimony paid and the SSN of the ex-spouse
- ☐ Previous year's tax returns, federal and state
- ☐ Bank information for direct deposit

Employment & Income Information:

- ☐ W-2 forms from all employers
- ☐ Unemployment compensation (Form 1099-G)
- ☐ Self-employment (1099-MISC)
- ☐ Miscellaneous income, including rent (1099-MISC)
- ☐ Partnership, S Corporation, & trust income (Schedules K-1)
- ☐ Pensions and annuities (Form 1099-R)
- ☐ Social Security year-end statement(SSA-1099) or Railroad Retirement Benefits (R1 benefits) Forms RRB-1099
- ☐ Alimony received
- ☐ Jury duty pay
- ☐ Gambling and lottery winnings (Forms W-2G)
- ☐ Prizes and awards
- ☐ Scholarships and fellowships
- ☐ State and local income tax refunds (Form 1099-G)
- ☐ Amounts of other income ie: hobby income, disability, lawsuit judgments, & inheritances

Self-Employment Data:

- ☐ Business income (From form 1099-MISC and/or personal records)
- ☐ Business-related expenses (receipts, other documents, & personal records)
- ☐ Business mileage for car
- ☐ Any new business assets purchased
- ☐ Farm-related expenses (receipts, other documents & personal records)
- ☐ Partnership SE income (Schedule K-1)
- ☐ Employment taxes & other business taxes paid for current year (personal records)

Financial Assets:

- ☐ Interest income statements (Form 1099-INT & 1099-OID) from banks & credit unions
- ☐ Dividend income statements (Form 1099-DIV) from stockbrokers, mutual fund companies
- ☐ Proceeds from broker transactions (Form 1099-B) from stockbrokers, (Buy-sell statements relating to securities transactions)
- ☐ Retirement plan distribution (Form 1099-R) from retirement income from pensions, IRA's, etc.

Financial Liabilities:

- ☐ Auto loans and leases if the vehicle is used for business – account numbers and car values
- ☐ Student loan interest paid
- ☐ Early withdrawal penalties on CDs and other time deposits

Homeowner/Renter Information:

- ☐ Residential address for the current tax year
- ☐ Mortgage interest (Form 1098)
- ☐ Sale of your home/real estate (Form 1099-S)
- ☐ Interest on second mortgage
- ☐ Real estate taxes paid
- ☐ Rent paid during tax year
- ☐ Moving expenses
- ☐ Certified energy efficient home improvement documentation

Miscellaneous Tax Documents:

- ☐ **Did you make any purchases online or out of state during the year?**
- ☐ Federal, state and local income tax paid for current year (estimated tax vouchers, cancelled checks & personal payment records)
- ☐ IRA, Keogh and other retirement plan contributions (distinguish between self and employees)
- ☐ Records to document medical expenses not reimbursed by insurance (include insurance premiums)
- ☐ Records to document casualty or theft losses
- ☐ Records for any other expenditure that may be deductible
- ☐ Records for any other revenue or sales of property that may be taxable or reportable
- ☐ Record of cancellation of debt, credit card, house, etc. (Form 1099-C)
- ☐ All other related tax documents

Personal/Business Expenses:

- Gifts to charity (qualified written statement from charity for any single donations in excess of $250)
- Donations of goods (not cash or check) with details of amount, to whom, and items, etc with receipt
- Non-reimbursed expenses related to volunteer work
- Non-reimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses
- Safe deposit box expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical savings accounts and health insurance premiums paid
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees from the previous year
- Tuition expenses for taxpayers or children aged 18-23
- Any online/out of state purchases (sales tax due)

Correspondence:

- Any correspondence received from the IRS or state taxing agencies

Misc. Questions:

- Will you be out of town during tax season at all? Dates?
- Do you need/want an organizer next year based on this year's current return? Emailed or hard copy?
- How did you hear about us?
- Were dependents living with you the entire year? If not, how many months?
- Are any children claimed as part of a divorce/separation agreement? What is the agreement?
- Have you ever had EIC disallowed?