



Checklist

Personal Tax Return Preparation

Basic Information

- Social Security Card of Tax Payer/Spouse and any dependents.
- Copies of last year's tax return for you and your spouse
- Bank Name, account number and routing number
- Foreign bank account information: location, name of bank, account number, peak value of account during the year

Income documentation

- Income from jobs: forms W-2 for you and your spouse
- 1099-MISC forms for you and your spouse (for any independent contractor work)
- Investment income - various forms 1099 (-INT, -DIV, -B, etc.), K-1s, stock option information
- Income from state and local income tax refunds and/or unemployment: forms 1099-G
- Alimony received
- Business or farming income - profit/loss statement, capital equipment information
- If you use your home for business - home size, office size, home expenses, office expenses.
- IRA/pension distributions - forms 1099-R, 8606
- Rental property income/expense - profit/Loss statement, rental property suspended loss information
- Social Security benefits - forms SSA-1099
- 1099-S forms for income from sale of a property. Original cost and cost of improvements, escrow closing statement, cancelled debt information (form 1099-C)
- Prior year installment sale information - forms 6252, principal and Interest collected during the year, SSN and address of payer



- Other miscellaneous income - jury duty, gambling winnings, Medical Savings Account (MSA), scholarships, etc.

Expense documentation

- Form 1097-BTC (bond tax credit)
- Form 1098 (mortgage interest)
- Form 1098-C (charitable contribution of vehicles)
- Form 1098-E (student loan interest)
- Form 1098-MA (homeowner mortgage payments)
- Form 1098-T (tuition for higher education)
- Business expenses (summarized by type and amount)
- Child care expenses (summarized by provider and amount)
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Gambling losses
- Medical expenses
- Moving expenses
- Personal property tax, such as car registration paid
- Real estate tax bills
- Realized gain/loss report for any stocks, bonds, mutual funds and other capital investments sold during the year
- Receipts or acknowledgement letters for gifts to charity
- Rental expenses (summarized by property, type, and amount)
- Energy credits
- Self-employed health insurance payments
- Keogh, SEP, SIMPLE and other self-employed pension plans
- Alimony paid
- Educator expenses