

Tax Preparation Checklist



Client Name: _____

Social Security Number: _____

Phone Number: _____

E-mail: _____

Birth Date: _____

New Clients:

- Please provide copy of last year's tax return.
- Please provide your birth date.

Personal Information: Please provide information in the "Notes" section below and/or on the back of this sheet. (Returning clients – Please provide information only if it has changed since last year.)

- Name/Social Security Number & Birth Date of spouse, children, and other dependents
- Filing status
- Address
- Direct deposit information (Provide cancelled check)

Income Information:

- W-2 forms (Cash Income, Tips, Subcontracts)
- Miscellaneous income: Form 1099-MISC
- Unemployment compensation: Form 1099-G
- State and local income tax refunds: Form 1099-G
- Gambling and lottery winnings: Form W2-G
- Social security statements
- Pensions and annuities: Form 1099-R
- Partnership and trust income: Schedule K-1
- Alimony received
- Jury duty pay: Form 1099-G
- Scholarships and fellowships: Form 1098-T

Financial Assets:

- Retirement plan distribution: (IRAs, Roth IRAs, Pensions, Form 1099-R)
- Dividend income statements: Form 1099-DIV
- Interest income statements: Form 1099-INT and 1099-OID
- Proceeds from sale of funds, stocks, bonds, etc.: 1099-B (Date acquired, purchase price, date sold, sale proceeds)
- Schedule(s) K-1 from investments in partnerships (Form 1065) and S Corporations (Form 1120S)
- Capital gains or losses

Financial Liabilities:

- Student loan interest paid
- Auto loans and leases if vehicle is used for business (with account numbers and car value)
- Early withdrawal penalties on CDs and other time deposits

Homeowner/Renter Information:

- Mortgage interest: Form 1098 (Closing Papers)
- Sale of home or other real estate: Form 1099-S
- Second mortgage interest: Form 1098
- Real estate taxes paid
- Rent paid during tax year

Self-Employment Information:

- Estimated tax vouchers for the current year
- Self-employment tax/Self-employment SEP plans
- Self-employed health insurance & Long-Term Care
- K-1s on all partnerships
- Receipts or documentation for business-related expenses

Expenses:

- Child and dependent care expenses
- Education expenses: Form 1098-T
- Job-hunting expenses
- Investment expenses
- Medical expenses: out of pocket plus mileage
- Alimony paid
- Unreimbursed expenses related to job (travel, uniforms, supplies, union dues, subscription)
- Unreimbursed expenses related to volunteer work: mileage
- Gifts to charity (receipts for any single donation of \$250 or more)
- Other miscellaneous expenses

Deduction Documents:

- State and local income taxes- W-2, Estimated Tax
- Dates of Estimated Taxes Paid for both State & Federal
- Retirement plan contributions
- Medical expenses: out of pocket plus mileage & Medicare
- Casualty or theft losses
- Other miscellaneous deduction

Notes: _____