

INCOME TAX CHECKLIST

Employment & Income Data

- W-2 Forms for this year
- Miscellaneous Income: Forms 1099-MISC
- Pensions and Annuities: Forms 1099-R
- Social Security/RR1 Benefits: Forms RRB-1099
- Jury Duty Pay
- Gambling and Lottery Winnings
- Prizes and Awards
- Scholarships and Fellowships
- State and Local Income Tax Refunds: Form 1099-G

Financial Assets

- Interest Income Statements:
Forms 1099-INT & 1099-OID
- Dividend Income Statements: Form 1099-DIV
- Proceeds from Broker Transactions: Form 1099-B
- Retirement Plan Distribution: Form 1099-R

Automobiles

- New Purchase Personal Property Sales Tax Info

Self Employment Data

- Business Income: Forms 1099-MISC and/or
Own Records
- Partnership SE Income: Schedule K-1
- Business-Related Expenses: Receipts, Other
Documents, and Own Records
- Farm-Related Expenses: Receipts, Other Documents
Documents, and Own Records
- Employment Taxes & Other Business Taxes Paid
For Current Year: Payment Records

Dependent Information

- Name, SSN, Birthdate, Relationship
- Income, Support by You, Support by Others, Months in Your Home

Miscellaneous Tax Documents

- Federal, state, and local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks, and other payment records.
- IRA, Keough, and other retirement plan contributions: If self-employed, identify as for self or employees.
- Records to document medical expenses.
- Proof of Health Insurance
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible.
- Records for any other revenue or sales of property that may be taxable or reportable.
- 1098-T for Tuition Expenses
- EIC Proof of Residency Documentation (e.g., School Document, Social Services Document, Medicaid Card, etc.)

Homeowner/Renter Data

- Residential Address(es) for this year
- Mortgage Interest: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second Mortgage Interest Paid
- Real Estate Taxes Paid
- Rent Paid During Tax Year
- Moving Expenses (Bring both closing documents!)

Financial Liabilities

- Auto Loans and Leases if Used for Business
(Account Numbers and Car Value)
- Student Loan Interest Paid
- Early Withdrawal Penalties on CDs and Other
Time Deposits

Expenses

- Gifts to Charity (Qualified written statement for any
single donation of \$250 or more.)
- Unreimbursed Expenses Related to Volunteer Work
- Unreimbursed Expenses Related to your Job
(Travel Expenses, Uniforms, Union Dues,
Subscriptions, etc.)
- Investment Expenses
- Job Hunting Expenses
- Job-Related Education Expenses
- Child Care Expenses:
Including Provider's Address, EIN/SSN
- Medical Expenses:
Dr., Dentist, Prescriptions, Eyeglasses,
Hospitals, Hearing Aid Batteries, Etc.
- Medical Savings Accounts
- Health Savings Accounts
- Adoption Expenses
- Alimony Paid
- Tax Return Preparation Expenses & Fees