

# Tax Preparation Checklist For Individuals

Filing your taxes can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

## **Personal Data**

- Social Security Numbers (including spouse and children)
- Child care provider tax I.D. or Social Security Number
- A copy of last year's Federal & State(s) personal returns
- Alimony paid or received
- Economic Stimulus Payment Received

## **Employment & Income Data**

- W-2 forms & any Social Security Benefits - Form SSA-1099
- Advance Child Tax Credit Payment

## **Homeowner/Renter Data**

- Residential address(es) for this year
- Mortgage interest & points: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real estate taxes paid including Permanent Index Number (PIN) from Property Tax Bill required on return
- Rent paid during tax year
- Moving expenses
- Closing documents for home purchase

## **Financial Assets**

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B - include Sales of Property
- Tax Refunds & unemployment compensation: Form 1099-G
- Miscellaneous income including rent: Form 1099-MISC
- Retirement plan distribution: Form 1099-R
- Income from Stock Options - Exercises & Sales
- Year-end Investment Statements
- Life Insurance Policies/Statements

## **Financial Liabilities**

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid

## **Expenses**

- Gifts to charity (receipts for donations)
- Unreimbursed expenses related to volunteer work - mileage incurred
- Unreimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions, supplies, small tools)
- Investment expenses
- Job-hunting expenses
- Education expenses - Form 1098-T for post-high school; tuition statements from private schooling K-12
- Child care expenses - receipt or invoices
- Adoption expenses - Legal, transportation, other costs
- Educator expenses

## **Deduction Documents**

- State and local income tax; last year's estimated tax vouchers
- IRA contributions
- Medical expenses - including medical savings account contributions
- Casualty or theft losses - include insurance reports
- Sales Tax Deductions - Receipts from major purchases, like cars, motor homes & motorcycles
- Other miscellaneous deductions

## **Business Income/Self Employment Data**

- Bank statements, books/accounting records, payroll records
- Home Office - square footage home & home office area, homeowners insurance, invoices for repairs & maintenance, utility bills
- K-1's on all partnerships & S-Corps
- Invoices for machinery, equipment, furniture & major purchases
- Logs or other records listing vehicle mileage
- Inventory Records
- Self-Employed Health Insurance

## **Rental Property Income**

- Profit & Loss Statements from your property manager
- Income & Expenses - checks & invoices
- Mortgage Interest, Real Estate Taxes, Insurance
- Legal paperwork from closing - settlement statements