

TAX PREPARATION CHECKLIST

What you need to file your taxes varies depending on your situation. Use the checklist below as an initial guide to frequently used tax forms and documents you will need to get started.

- **General Information**
 - Last year's tax return copy (if you are a new client)
 - Name, address, Social Security number and Date of Birth for yourself, spouse, and dependents (if you are a new client)
 - Bank Routing & Account Number (for direct deposit/debit)
 - Identity Protection (IP-PIN) — if one has been issued to you, your spouse, or your dependent by the IRS

- **Sources of Income Forms** (whichever applies to household)
 - Form W-2 for Wages, Salaries, and Tips
 - Form W-2G for Gambling/Lottery Winnings and Losses
 - Form SSA – Social Security Income
 - Form 1099-MISC – Miscellaneous Income
 - Form 1099-G – Unemployment Compensation
 - Form 1099-G – State/Local tax refunds
 - Form 1099-INT – Interest Income
 - Form 1099-DIV – Dividend Income
 - Form 1099-SA – Health Savings Account
 - Form 1099-B – Sales of Stock, Land for Capital Gains
 - Form 1099-S – Sales of Real Estate or other property
 - Form 1099-R – Pension/Annuity/Retirement Distributions
 - Form K-1 – Income from Partnerships, Trusts, and S-Corps.
 - Business Income
 - Rental Income
 - Foreign Income
 - Alimony Income
 - Other / Miscellaneous income

- **Tax Deductions & Expense Documents**
 - Form 1098 for Home Mortgage Interest
 - Home Second Mortgage Interest Paid
 - Real Estate Taxes Paid
 - Personal Property Taxes Paid
 - Closing Statement for Home Purchase
 - Closing Statement for Sales of Real Estate
 - Investment Expenses
 - IRA Contributions/Retirement Contributions
 - Form 1098-T for Education/Tuition/Coursework costs
 - Form 1098-E for Student Loan Interest Paid
 - Charitable Contributions
 - Child Dependent Care Costs
 - Casualty and Theft Losses
 - Home office information
 - Union and Professional Dues
 - Unreimbursed Expenses Related to Your Job
 - Miles Traveled Related to Your Job
 - Moving / Job Hunting Expenses
 - Medical Insurance paid
 - Hospital / Doctor and Dentist Payments
 - Prescription Medicines and Drugs
 - Purchase qualifying for Residential Energy Credit
 - Tax Return Preparation Fees
 - Estimated Tax Payments to Federal and State ES Vouchers