



Checklist of Documents Needed for Preparation of Your Tax Returns

Personal Data: (for new clients or if there are changes: marriage, birth, death)

- _____ Social Security #s
- _____ Date of Births (birth certificates)
- _____ Death Certificate

Income Data

- _____ W2s, 1099s (Other Income, Non-Employee Compensation, 1099Rs, (Pension & Retirement Plan distribution) Social Security Statements
- _____ Alimony Received
- _____ Unemployment Compensation
- _____ Prior Year State Refund (Form 1099 G)
- _____ K1s from partnership, corporations, 1041s
- _____ Gambling & Lottery winnings & proof of losses
- _____ Income & Expenses Summary for Schedule C; car information if being used in business)
- _____ Interest Income Statements 1099-Int & 1099-OID
- _____ Proceeds from Broker Transactions 1099 B

Deductions & Expenses

- _____ Alimony paid (social security of recipient)
- _____ Student Loan Interest
- _____ Early withdrawal penalties
- _____ Mortgage Interests (Form 1098)
- _____ 2nd Mortgage Interest paid
- _____ Real Estate Taxes paid
- _____ Moving Expenses
- _____ Gifts to Charity
- _____ Unreimbursed job related expenses
- _____ Medical Expenses (could be limited) over 10% of your income
- _____ HSA
- _____ Investment expenses
- _____ 1098 T –education credit (Tuition paid) & books paid & other fees
- _____ Contributions to IRA, Keogh & Other Retirement plan

Miscellaneous Tax Documents

- _____ Information on a property that was sold during the year (selling price, original purchase price, improvements to the property, closing statements (HUD1)
- _____ Rental properties: rents received, expenses of the rental
- _____ Records of Casualty Losses