

PERSONAL TAX PREPARATION CHECKLIST

Listed below applies to Taxpayer, Spouse and Dependent(s)

BASIC INFO:

- Completion of Personal/Dependent Intake Form
- Name, SSN or ITIN, and Date of Birth/Birth Certificate(s)
- Last 2 Years' Returns - hard copy or PDF file
- Estimated Taxes Paid
- Direct Deposit information

DOCUMENTS RECEIVED:

- IRS Identity Theft PIN Notice (received via mail or IRS.GOV website)
- Form W-2s - wage and tax statements
- Form W-Gs - gambling income
- Form 1099s - includes dividend income (1099-DIV), interest income (1099-INT & 1099-OID), miscellaneous income (1099-MISC), nonemployee compensation (1099-NEC), retirement plan distribution (1099-R), sale of home or real estate (1099-S), capital gain transactions such as stock/trades (1099-B), distributions from an HSA, Archer MSA, or Medicare Advantage MSA (1099-SA) and unemployment compensation (1099-G)
- Form SSA-1099 - Social Security benefits
- Form RRB-1099 - Railroad Retirement benefits
- Schedule K-1s - partnership, S Corporation and estate or trust income
 - Basis information for any partnership and S corporation
- Self-employed business income & expenses (see Schedule C intake form)
- Form 1095-A - health insurance marketplace statement
- Form 1098s - includes mortgage interest (1098), student loan interest (1098-E) and student tuition statements (1098-T)

PERSONAL RECORDS:

- Farm Income & Expenses - Schedule F
- Farm Rental Income & Expenses - Form 4835
- Rental Income & Expenses - Schedule E
- Sale Asset or Property
- Cancellation of debt
- Educator Expenses
- Contributions to a Health Savings Account (Need last paystub of tax year if through employer)
- Alimony
- Student loan forgiveness
- Transcript from higher learning
- Expenses related for child or dependent care, daycare, after care (will need tax statement)
- Contributions to Retirement Savings Account



PERSONAL RECORDS CONTINUED:

- Medical & Dental expenses and mileage
- Real Estate Taxes
- Other state and local taxes
- Cash or Noncash contributions (provide organization info)
- Gambling losses
- Sales Tax from large purchases
- Home upgrades such as New Roof, A/C System, Windows, Doors, etc. (will need copy of invoice breakdown/contract)