

## *Personal Tax Preparation Checklist*

### **Personal Information**

- Social Security Numbers (including spouse, children, and dependents)
- Birthday's (including spouse, children, and dependents)
- Child care provider: Name, address and tax I.D. or Social Security Number
- Alimony paid: Social Security Number

### **Employment & Income Information**

- W-2 forms
- Unemployment compensation: Forms 1099-G
- Miscellaneous income including rent: Forms 1099-MISC
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings: Form W-2G
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G

### **Homeowner/Renter Information**

- 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

### **Financial Assets**

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Documentation of stocks sold: cost and purchase dates
- Retirement plan distribution: Form 1099-R

### **Financial Liabilities**

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

### **Automobiles**

- Personal property tax information

### **Expenses**

- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees
- Education expenses - tuition, fees and books (for yourself, spouse and dependents)

### **Self-employment Information**

- Business income: Forms 1099-MISC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

### **Miscellaneous Tax Documents**

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- 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