

Personal Tax Preparation Checklist

Employment & Income Information

- W-2 forms
- Unemployment compensation (Form 1099-G)
- Miscellaneous income, including rent (Form 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 (Forms W-2G)
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds (Form 1099-G)

Financial Assets

- Interest income statements (Form 1099-INT & 1099-OID)
- Dividend income statements (Form 1099-DIV)
- Proceeds from broker transactions (Form 1099-B)
- Retirement plan distribution (Form 1099-R)

Financial Liabilities

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

Homeowner/Renter Information

- Residential address for the current tax year
- Mortgage interest (Form 1098)
- Sale of your home/real estate (Form 1099-S)
- Interest on second mortgage
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses

Miscellaneous Tax Documents

- Federal, state & local estimated income tax paid for current year (estimated tax vouchers, cancelled checks & personal payment records)
- IRA, Keogh and other retirement plan contributions (distinguish between self and employees)
Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditure that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

Personal/Business Expenses

- Gifts to charity (qualified written statement from charity for any single donations in excess of \$250)
- Non-reimbursed expenses related to volunteer work
- Non-reimbursed 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 from prior years

Personal Information

- Social Security Numbers of all family members including spouse and children
- Childcare provider information including name, address, and tax identification number or social security number
- Any alimony paid and the social security number of ex-spouse

Self-employment Data

- Business income (Form 1099-MISC and/or personal records)
- Partnership SE income (Schedule K-1)
- Business-related expenses (receipts, other documents & personal records)
- Farm-related expenses (receipts, other documents & personal records)
- Employment taxes & other business taxes paid for current year (personal records)