

Checklist of items needed for tax return preparation

General Information for New Clients

- Social Security card, driver's license, birth dates
- Names of all dependents, Social Security cards, birth dates
- Copy of prior year's tax return

Earnings Information

- All Tax Documents Received (W-2s, 1099's, K-1's, etc. for all earners)
- Pension & retirement 1099-Rs (rollovers included) & Social Security SSA-1099
- Other Income (Gambling, Interest, Prizes, Awards, Jury duty pay, stock options)
- Dividends, Interest & Capital gains/losses (1099s), IRA Statements and Investment Statements
- 1099-G for Unemployment
- 1095-A, If Your Health Insurance Is from The Marketplace
- 1099-S for sale of home AND closing documents
- Alimony (if divorced prior to 2018)

Credits & Deductions for Parents

- Expenses for child and dependent care (requires EIN or SSN, name, address, amount paid per child)
- Expenses for children's tuition & other education expenses not required to be paid directly to the institution (1098-T required)
- One document for proof of each child's residency (medical record or school record)
- Contributions made to a qualified 529 plan

Miscellaneous Credits & Deductions

- Receipts to receive the residential energy credit (solar, windows, doors, HVAC, heat pumps, insulation etc.)
- IRA, SEP, 401K, or SIMPLE contributions
- Health insurance expenses for self-employed
- Student loan interest
- Alimony paid (if divorced prior to 2018)
- Educator expenses up to \$300 per educator
- Adoption expenses & paperwork for special needs adoption or foster care adoption

Estimated Tax Payments

- Record of estimated tax payments made to federal and state agencies

Itemized Deductions

- Proof of Charitable Donations
- 1098 Mortgage Statements
- Medical & Dental Expenses (Health insurance premiums, medical miles, Dr. visits, all other medical & dental)
- State Taxes Paid (real estate and personal property taxes, sales tax on purchases of vehicles & boats)

Schedule C - Self-Employed Business Income

- Record of total income (bring 1099s if any)
- Record of expenses broken down by category
- Asset Information for depreciation schedule (cost, date placed in service)
- Payroll summary, W3, 941s, SUTA, 940 (not needed if we provide your payroll)
- Written record of mileage driven for business (does not include commuting from home to office)
- Record of personal home expenses for home office deduction, office sq ft & home sq ft
- Beginning and ending inventory
- Totals and W9 for each contractor a 1099 is required to be submitted for (paid \$600 or more in the year)
- Remove all personal expenses from business totals

Schedule E - Rental Real Estate & Royalty Income

- Record of total income (bring 1099s if any)
- Record of expenses broken down by category
- Asset Information for depreciation schedule (cost, date placed in service)
- Written record of mileage driven for rental or royalty income

Schedule F - Farm & Co-op Income

- Record of total income (bring 1099s if any)
- Record of expenses broken down by category
- Asset Information for depreciation schedule (cost, date placed in service - animals included)
- Ledger of all cattle sold (broken down by heifers, steers, cows, bulls, raised or purchased)
- Payroll summary, W3, 941s, SUTA, 940
- Written record of mileage driven for farm activities
- Off-road fuel # gallons total for fuel credit