TAX PREPARATION DOCUMENT CHECKLIST

PERSONAL INFORMATION <u>FOR EACH FAMILY MEMBER</u>:

- Full Name
- Date of Birth
- Social Security Card/TIN
- Proof of Medical Insurance for the family (Form 1095 A/B/C)
- Current Bank Information (Routing and Account number)
- Last Year's Tax Return Federal and State (new clients only)

INCOME AND TAX INFORMATION

- W-2's
- Interest (Form 1099-INT or substitute)
- Dividend (Form 1099-DIV or substitute)
- Stock Sales (Form 1099-B or Broker Statement)
- Pension and Annuity Income (Form 1099-R)
- IRA or 401(K) Distribution (Form 1099-R)
- Social Security or Railroad Retirement (SSA-1099 or RRB-1099)
- Self-Employment Income and Expenses
- Miscellaneous Income (Form 1099-MISC)
- Rental Income and Expenses
- Sale of Personal Residence (HUD Statement and/or Form 1099S)
- Schedule K-1's from Corp., Partnerships, Investments
- Sale of Business Assets
- Gambling or Lottery Winnings (W-2G)
- Unemployment Compensation (Form 1099-G) - Download from States' DOL Website
- Alimony - Copy of Divorce decree
- Estimated Taxes Paid - Copies of checks
- IRS Notices (if any)

DEDUCTIONS/ADJUSTMENTS:

- Medical Expenses
- Real Estate Taxes
- Mortgage Interest (Form 1098)
- Charitable Contributions (cash and non-cash) - copies of receipts/cancelled checks
- Traditional IRA Contributions/Roth IRA
- Student Loan Interest (Form 1098E)
- Higher Education Expenses – (Form 1098T – Download from student's portal)
- Child Care Expenses – Provider's name, address, and tax id number