



INDIVIDUAL TAX PREPARATION CHECKLIST

Personal Data

- Copies of past 2 years tax returns (New Clients)
- Copies of Drivers' Licenses for Taxpayers (New Clients)
- Copies of all Social Security Cards for Taxpayers and Dependents (New Clients)

Employment & Income Data

- Wages: W-2s
- Self-Employment Income: 1099-NECs
- Misc. Income Incl. Rent: 1099-MISCs
- Interest Income: 1099-INTs & 1099-OIDs
- Dividend Income: 1099-DIVs
- Pension & Annuity Income: 1099-Rs
- Social Security Income: SSA-1099s
- Disability Income: SSA-1099s
- Tax Refunds: 1099-Gs
- Unemployment Compensation: 1099-Gs
- Gambling Winnings: W2-Gs
- Sale of Home or Real Estate: 1099-Ss
 - Final Closing/Settlement Statement
- Cancellation of Debts: 1099-Cs
- Alimony Received for Agreements/Decrees dated before 12.31.2018
- Jury Duty Pay
- Prizes & Awards
- Scholarships & Fellowships

Self-Employment Data

- Business Profit & Loss Year-End Statement
- Trusts, Partnerships, SCorps, & LLCs: K-1s
- Rental Income & Expenses
- Farm Profit & Loss Year-End Statement

Financial Assets

- Investment Transactions: 1099-Bs
- Stock/Bond Year-End Statement(s)
- Mutual Fund Year-End Statement(s)
- Annuity year-End Statement(s)
- Roth IRA Contribution Amount(s)

Education Expenses

- Student Loan Interest Paid: 1098-Es
- Tuition Statement: 1098-Ts
- Related Qualified Fees & Expenses

Deductions

- Mortgage Interest Paid: 1098s
 - Final Closing/Settlement Statement if Purchased in Current Tax Year
- Real Estate/Property Taxes Paid
- Vehicle Ownership Taxes Paid
- Bill of Sale on Large Purchases (Autos, Boats, Equip, etc.)
- Medical Expenses (RX, DRs, DDS, Mileage, Meals, etc.)
- HSA or MSA Contributions
- HSA or MSA Distributions: 1099-SAs
- Receipts for Goods Donated
- Monetary Gifts to Charity, Church, etc.
 - Receipts for Single Donations \$250 or More
- Unreimbursed Volunteer Expenses
- Childcare Expenses & Information
 - Including Provider Name, SSN/Tax ID #, Address, Phone Number, Amount(s) Paid, etc.
- Adoption Expenses
- Alimony Paid for Agreements/Decrees dated before 12.31.2018
- Moving Expenses (Military-Only)
- Traditional IRA, SEP-IRA, or Simple IRA Contributions

Estimates Paid

- Federal Quarterly Estimates Paid (Dates & Amounts)
- State Quarterly Estimates Paid (Dates & Amounts)

Casualty or Theft Losses

- Documents Related to Property Loss & Insurance Reimbursements

Notes

Our Services

- Individual Tax Preparation
- Business Tax Preparation
- Accounting & Payroll Services
- Tax Planning & Projections
- QuickBooks ProAdvisor Services