

# General Tax Preparation Checklist

If any items listed applies to you, check the box and attach the information

## Personal Information

- Full Name, SSN, Date of Birth, and Occupation
- Spouse Name, SSN, Date of Birth, and Occupation
- Dependents full names, SSNs, and Dates of Birth
- Address, Phone Numbers, Emails
- Taxpayer DL #, Issue Date, Expiration Date
- Spouse DL #, Issue Date, Expiration Date

## Income Information

- Wages (Form W-2)
- Interest Income (Form 1099-INT)
- Dividend Income (Form 1099-DIV)
- Pension Distributions (Form 1099-R)
- State / Local Refunds
- Gambling Income (Form W-2G)
- Foreign bank accounts, income +/or paid taxes
- Medical Savings Accounts (Form 1099-SA)
- Stock Sale Info/Capital Gains (Form – 1099B) (Each stock sale: date purchased, number of shares bought and amount paid)
- Scholarships (Form 1098-T or 1099-MISC)
- Education Savings Accounts Withdrawals (Form 1099-Q)
- Alimony Received
- Unemployment Compensation (Form 1099-G)
- Social Security Benefits (Form 1099-SSA)
- Disability Income
- Jury Duty
- Tip Income
- Bartering Income
- Small Business (self-employed or independent contractor business owner)
  - Business Income (Form 1099-NEC plus items not on 1099)
  - Business Expenses (Provide list or use the *Business Organizer*)
  - Vehicle Information
  - Home Office Information
- Rental Property
  - Rental Income (Form 1099-MISC)
  - Related Expenses (Provide list)
- Schedules K-1 from Partnerships, S Corps, Trust's
- Sale of Real Estate
  - Closing Statement – Sale of Property
  - Closing Statement – Purchase of Property
    - List of additions/improvements
- Forgiveness of Debt Income (Form 1099-C/ 1099-A)

## Deduction Information

- IRA Contributions
- SEP, Simple, Keogh Plans
- Student Loan Interest (Form 1098-E)
- Alimony Paid: Recipient Name, SSN and Date of Divorce
- Mortgage Interest (Form 1098)
- Investment Interest
- Cash Contributions
- Non-Cash Contributions
- Casualty/Theft Losses
- Medical Expenses
  - Health Insurance
  - Out of Pocket Medical
  - Form 1095-A
- Real Estate Taxes Paid
- Other Taxes (including sales tax paid on the purchase of autos, boats and RV's for personal use.)
  
- Unreimbursed employee business expenses.

## Credit and Payment Information:

- Child Care Expenses: Provide name, address, SS# or EIN, and amount paid for each child.
- Estimated Tax Payments made: Provide dates and amounts paid.
- Provide voided check for refund direct deposit or automatic payment withdrawals