

# Tax Preparation Checklist

(Note that not all of these may apply)

- Copy of your Driver's License(s)
- Copy of Social Security card(s) of all people listed in your tax return

## Income

- Last year's tax return not prepared in our office – Federal, State, and Local
- W-2's
- 1099's for Interest and Dividends
- 1099 B's and year end investment statements
- If you can log into your brokerage account, please bring your username and password for export purposes
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes
- IRA, Pension, or retirement distribution information – Form 1099R
- IRA Rollover/conversion information
- Social Security – 1099-SSA
- Unemployment receipt information (might have to get online)
- Stock option information for ISO, RSU, or ESPP. The more you can provide the better
- Any IRS or State Notices
- Final paystub(s) for the year

## Adjustments to Income

- HSA contribution/withdrawal information and year end account balance
- Student Loan interest this may be on a 1098

## Itemized Deduction Information

- Medical costs – includes copay, RX, labs, dentist, eye doctor, glasses, contacts, braces. If you paid insurance including LTC (not disability) outside of your paycheck. Please list separately.
- Tax payments to State or Local governments. Dates and amounts of estimated payments. Prefer copy of cancelled checks.
- Real Estate Taxes
- Mortgage Interest (1098)
- Equity Line Mortgage Interest. TCJA requires that the use of the funds be detailed, and only interest related to funds used to buy, build or substantially improve a personal residence can be deducted. Please provide a history of the use of your home equity line if you want this deduction.
- Mortgage insurance
- Charitable Contributions – cash and non-cash. Summarized by charity name. For non-cash please provide form from charity listing value of items and when contributed. (Receipt from the done for noncash)

## Credit Information

- Child Care information including name, address, phone number, EIN, and amount paid (even if paid from employer 125 plan)
- Residential Energy Credit applicable purchases
- Education cost information – tuition, books, fees – this may be reported on a 1098T and financial transcript from the school. Proof of payment of tuition also required. Please attach credit card statement, cancelled check, or payment receipt.
- Any Federal estimated tax payment sent in during the year, amounts and dates paid. Prefer copy of cancelled checks.

## Rental Properties – You are required to have complete documents to verify amounts if audited

- Rental income
- Advertising
- Cleaning and maintenance
- Commissions
- Insurance
- Professional fees
- Management expenses
- Capital improvement or new fixed asset acquisition information (amount, date, item purchased and/or work done)
- Depreciation schedules if you are a new client (from prior year)
- Settlement Statements for all real estate purchased or sold
- Mortgage interest (1098)
- Real estate taxes
- Repairs
- Supplies
- Rental permits or license fees
- Utilities

## Self-Employment Income

## Home Office