

DOCUMENTS and INFORMATION NEEDED TO PREPARE TAX RETURN

Use this checklist as a guide to help you gather necessary forms and receipts for preparing your income tax return. Make sure you have all relevant documents prior to coming to the office.

PERSONAL INFORMATION:

- Your Name, Spouse Name, all dependent names (**Social Security Number, Date of Birth**)
- Current Address, Current Active Phone Number(s), Current Active Email Address
- Copy of prior year tax return
- Copy of a voided check from your active bank account

PERSONAL INCOME

- Employment (Household) Income W-2 Forms
- Interest Income – Form 1099 INT., Form 1099 DIV, Form 1099 OID, Other
- Social Security Benefits – Form SSA-1099
- Estate and /or Trust Income – Form K-1
- Schedule C – Form 1099 Misc. – Self Employed Income
- Schedule E – Form 1099 Misc. – Rental Income
- Schedule F – Form 1099 Misc., Form 1099 DIV
- Form W2G – Gambling Income
- Any Other Misc. Income or Statements – Form 1099 A or Form 1099 C
- Include any personal records / ledgers that show income where there is not a Form issued.

PERSONAL EXPENSES:

- Mortgage Interest Form 1098 (Loan Origination, Settlement Statements showing Points, and / or pre-paid interest, taxes, etc. if home was recently purchased
- Real Estate Taxes Paid (Should be on the 1098 Statement)
- Personal Property Taxes (Pink Registration Slip from Vehicle, Boat, Motorcycle, etc.)
- Medical, Dental, Prescription, Health Ins. After-tax premium expenses payments. These deductions as a total, must exceed 7.5% of your Adjusted Gross Income.
- Charitable Donations (Cash and Non-Cash). Form 8283 – Non Cash Donations
- Child Care expenses (Child Care Provider Name, Address, Tax ID Number, and the Amount Paid is a Requirement) Form 2441.
- IRS Contributions
- Job related expenses (Educators out of pocket classroom expenses)
- Education Tuition Form 1098-T. Record of Expenses and the semester paid
- Student Loan Interest Form 1098-E

****It is important that you have an accurate list of expenses paid to qualify for the deductions where they may apply. We need to have for record keeping purposes, a copy of your expense list. Therefore, do not bring the actual receipts. You should retain supporting documents in your files in case there is ever an audit or other issue. Do not hesitate to call our office if questions arise.**