



Tax Preparation Checklist

Personal Data

- Your name, address, social security, birthday
- Spouse name, social security, birthday
- Dependents names, relationship, socials, birthdays
- Childcare provider: name, address, tax I.D., or Social
- Alimony paid: social security number
- Copy of last year income tax return

Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Misc. income including rent: Forms 1099-MISC
- Partnership, S Corp., & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G
- Amount received from: IRS Advanced Child Credit

Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Homeowner/Renter Data

- Residential addresses for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses

Financial Liabilities

- Auto loans and leases if vehicle used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits
- Retirement plan distribution: Form 1099-R

Self-Employment Data

- Business income: Forms 1099-MISC and own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year

Expenses

- Gifts to charity
- Un reimbursed expenses related to volunteer work
- Un reimbursed expenses related to job
- Investment expenses
- Job-hunting expenses
- Job-related educational expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

Misc. Tax Documents

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, and other retirement plan contributions
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

Common Deductions for Real Estate Pros

- Car Deductions
- Office Expenses and Supplies
- Professional Services
- Travel
- Insurance
- Meals and Entertainment
- Advertising Expenses
- Computer Software
- Education Expenses
- Cell Phone