

Tax Preparation Checklist

Before we begin to prepare your income tax return, go through the following checklist. Determine the areas that apply to you and have that information/documentation available.

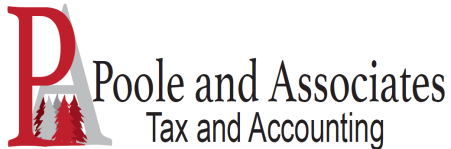
Most People will need:

Personal Information – This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- Marital Status
- Social Security numbers and dates of birth for you, your spouse, your dependents
- Copies of last year's tax return for you and your spouse (helpful, but not required)
- Bank account number and routing number, if depositing your refund directly into your account

Information about your income:

- W-2 Forms for you and your spouse
- 1099-W2G Forms for gambling winnings
- 1099-C Forms for cancellation of debt
- 1099-G Forms for unemployment income, or state or local tax refunds
- 1099-MISC Forms for you and your spouse (for any independent contractor work)
- 1099-NEC Forms for you and your spouse (non-employee compensation)
- 1099-R Form 8606 for payments/distributions from IRAs or retirement plans



- 1099-S Forms for proceeds from sale of real estate property
- 1099-INT, -DIV, -B, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- Alimony received (if divorce was prior to 2019)
- Business or farming income – profit/loss statement, capital equipment information
- Rental property income/expenses: profit/loss statement, rental property suspended loss
- Prior year installment sale information – Forms 6252, principal and interest collected during the year, name, address, and SSN for payer
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account (MSA) scholarships, etc.

Adjustments to your Income - The following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

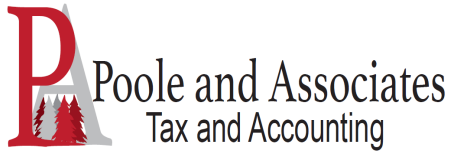
- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts for expenses paid for post-high school)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- Records of Medical Savings Account (MSA) contributions

- Self-employed health insurance payment records
- Keogh, SEP, Simple IRA, and other self-employed pension plans
- Tips not reported through employer

If you itemize your deductions:

Deductions and credits - The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- Childcare costs: provider's name, address, tax ID, and amount paid
- Adoption costs: SSN of child, records of legal, medical and transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI) and points you paid.
- Closing statement for home sale/purchase
- Investment expenses
- Charitable donations: cash amounts, official charity receipts, cancelled checks; value of donated property; miles driven and out of pocket expenses
- Medical and dental expense records
- Casualty and theft losses: amount of damage, insurance reimbursements
- Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- Records of home business expenses, home size/office size, home expenses



Taxes you've paid

- State and local income taxes paid
- Real Estate taxes paid
- Personal property taxes
- Vehicle license fees based on value of vehicle

Other information

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information: location, name of bank, account number, peak value of account during the year