**TAX PREPARATION CHECKLIST (MOST COMMONLY USED)**

PLEASE CHECK OFF ANYTHING THAT APPLIES TO YOU AND INCLUDE THE TAX DOCUMENT(S). ***Please read carefully and include all information requested if it applies.***

**General Information**

\_\_\_ Full Legal Name, Social Security Number and Date of Birth for Taxpayer & Spouse

\_\_\_ Dependent(s) Full Legal Name, Date of Birth, and Social Security Number

\_\_\_ Child Care Expenses: Itemized Total for Each Dependent (Attach Statement from Provider)

\_\_\_ Bank Name (For direct deposit/debit purposes)

\_\_\_ Bank Account Number (BAN) (For direct deposit/debit purposes)

\_\_\_ Routing Transmit Number (RTN) (For direct deposit/debit)

\_\_\_ Checking or Savings Account (circle one or provide void check)

\_\_\_ Copy of Last Year's Federal and State(s) Tax Return (New Clients Only)

\_\_\_ Copy of Driver’s License for Taxpayer & Spouse (or Provide ID #, Issue & Expiration Date)

**General Taxable Earned Income**

\_\_\_ W-2 Form(s) for Wages, Salaries, and Tips

\_\_\_ Miscellaneous Income: Form 1099-MISC

**Retirement Income**

\_\_\_ Social Security Income & Railroad: Form SSA-1099

\_\_\_ Retirement Income; Pensions, IRA’s, Annuities, etc.: Form 1099-R

**Investment Income**

\_\_\_ Interest Income Statements: Form 1099-INT & 1099-OID

\_\_\_ Dividend Income Statements: Form 1099-DIV

\_\_\_ Sales of Stock, Fund, etc.: Form 1099-B (Provide Cost Basis if Not Provided on Form)

**Other Potential Taxable Income**

\_\_\_ Sales of Real Estate: Form 1099-S

\_\_\_ Sales of Principal Residence: Attach Settlement Statements from Original Purchase & Sale

\_\_\_ State Tax Refunds: Form 1099-G (If Not Available Provide Amount from each State)

\_\_\_ Unemployment Compensation Received: Form 1099-G

\_\_\_ Alimony/Maintenance Received (Provide Total Amount)

\_\_\_ Withdrawals from HSA, MSA and College Education Plans: Provide Various 1099 Forms

\_\_\_ Gambling Income: Form W2G

\_\_\_ Form K-1 Income from Partnerships, Trusts, and S-Corporations

**Various Business Income List and Expenses**

\_\_\_ Business Income & Expenses: From 1099-MISC and/or Itemized P&L Spreadsheet

\_\_\_ Farm Income and Expenses: From 1099 – G and/or Itemized P&L Spreadsheet

\_\_\_ Rental Income: 1099-Misc and/or Itemized P&L Spreadsheet

\_\_\_ Tax Deductible Miles Traveled for Business Purposes (Use Auto Worksheet)

\_\_\_ Business Use of Home Please (Use Office in Home Worksheet)

**Tax Credits Checklist**

\_\_\_Dependent(s) (See General Information) Explain if they don’t live with you

\_\_\_ Child Care Provider Address, I.D. Number and Total Paid (Itemized by Dependent)

\_\_\_Dependent(s) Higher Educational Expenses: Form 1098-T

\_\_\_ First Time Home Buyer Tax Credit

\_\_\_ Foreign Taxes paid

**Itemized Expenses (Note Some Now Only Apply For Business Deductions)**

\_\_\_ Real Estate Taxes Paid (Include Tax Bill if first time appointment and if not on Form 1098)

\_\_\_ State Taxes Paid with Last Year's Return (if itemized)

\_\_\_ Home Mortgage Interest: Form 1098

\_\_\_ Home Second Mortgage Interest: Form 1098 (Deductible Only if Used to Improve Home)

\_\_\_ Charitable Cash Contributions (Itemize List)

\_\_\_ Non-cash Contributions (Provide Receipts with Name, Date & Amounts if Total Over $500) \_\_\_ Miles Traveled for Charity/Volunteer Purposes

\_\_\_ Doctor and Dentist Payments

\_\_\_ Unreimbursed Expenses Related to Volunteer Work

\_\_\_ Hospital and Nurse Payments

\_\_\_ Prescription Medicines and Drugs

\_\_\_ Medical Expenses for the Family

\_\_\_ Medical Insurance Paid (Most Medicare Payments are listed on SSA-1099)

\_\_\_ Miles Traveled for Medical Purposes

\_\_\_ Other Medical (Long Term Care Premiums, Eye Care, Hearing Aids, Etc.)

\_\_\_ Miles Traveled Related to Your Job (Now Business and/or 1099-MISC Income Only)

\_\_\_ Moving Expenses (If Required for Work Only, Use Worksheet)

\_\_\_ Amount Paid to Professional Preparer Last Year (Now Business Deduction Only)

\_\_\_ Casualty and Theft Losses

\_\_\_ Disaster Area Losses (Federally Declared Disaster)

**Other Deductions From AGI “Above the Line”**

\_\_\_ Educator Expenses ($250 max per person)

\_\_\_ IRA Contributions (SEP, Traditional and Roth, Provide Statements if Available)

\_\_\_ Student Loan Interest Paid: Form 1098-E

\_\_\_Alimony/Maintenance Paid (Provide Amount Paid, Name & Social Security # of Receiver)

\_\_\_HSA/MSA Contributions: Form 1099

\_\_\_Penalty on Early Withdrawal of Savings (Provide Statement)

\_\_\_Self Employed Health Insurance (Provide Total Paid)

**Tax Estimate Payments Checklist**

\_\_\_ Estimated Tax Payments Paid Via Check and/or Electronic (Provide Dates & Amounts Paid)

\_\_\_ Last Year's Tax Return Overpayment Applied to This Year (Provide Amount)

**State Tax Deductions (For Illinois and various other states)**

\_\_\_ Dependent(s) K-12 Educational Expenses (Include Child’s Grade, Name & City of School) \_\_\_ Dependent(s) 529 Plan Contributions (Attach Year End Statements)

\_\_\_ Real Estate Taxes (Provide Tax Bill and/or PIN Number with County)

\_\_\_ If you lived in more than one state provide exact dates lived in each state during the tax year