



## Tax Return Preparation Checklist

### General Information

- \_\_\_ Copy of Last Year's Tax Return
- \_\_\_ Social Security Numbers for You and Your Spouse
- \_\_\_ Educational Expenses for You and Your Spouse
- \_\_\_ Dependents' Names, Years of Birth, and Social Security Numbers
- \_\_\_ Dependents' Post High School Educational Expenses
- \_\_\_ Child Care Expenses for Each Dependent
- \_\_\_ Prior Year Adjusted Gross Income (AGI) & Personal Identification Number (PIN)-  
how to find last year's adjusted gross income (AGI)
- \_\_\_ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
- \_\_\_ Bank Account Number (BAN) (For direct deposit/debit purposes)

### General Taxable Income

- \_\_\_ W-2 Form(s) for Wages, Salaries, and Tips
- \_\_\_ Interest Income Statements: Form 1099-INT & 1099-OID
- \_\_\_ Dividend Income Statements: Form 1099-DIV
- \_\_\_ Sales of Stock, Land, etc. for Capital Gains: Form 1099-B
- \_\_\_ Sales of Real Estate: Form 1099-S
- \_\_\_ State Tax Refunds: Form 1099-G
- \_\_\_ Alimony Received or Paid
- \_\_\_ Unemployment Compensation Received
- \_\_\_ Miscellaneous Income: Form 1099-MISC

### Retirement Income

- \_\_\_ Retirement Income: Form 1099-R
- \_\_\_ Social Security Income and Railroad Retirement Income: Form SSA-1099



## Tax Return Preparation Checklist

### Business Income

- Business Income and Expenses
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Tax Deductible Miles Traveled for Business Purposes

### Tax Credits Checklist

- Child Care Provider Address, I.D. Number and Amounts Paid
- Adoption Expense Information
- Foreign Taxes paid
- First Time Home Buyer Tax Credit

### Expense and Tax Deduction Checklist

- Medical Expenses for the Family
- Medical Insurance Paid
- Prescription Medicines and Drugs
- Doctor and Dentist Payments
- Hospital and Nurse Payments
- Tax Deductible Miles Traveled for Medical Purposes
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if claiming itemized deductions)
- Personal Property Taxes Paid
- Charitable Cash Contributions
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work



## Tax Return Preparation Checklist

### -Continued

- Tax Deductible Mileage for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses
- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Last Year's Tax Preparation Fee

### Tax Estimate Payments Checklist

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid