

Tax Return Checklist

The following Tax Return Checklist is a tool to help you gather the needed information for preparing your tax returns.

Event	Documents or Information Needed	Event	Documents or Information Needed
1 IRS or state communications	<ul style="list-style-type: none"> Letters, additional taxes paid, changes in prior-year returns, installment agreements or offers in compromise 	11 Estimated Tax	<ul style="list-style-type: none"> Date and amount of each payment to IRS and state
2 Married, Divorced or Separated during the year	<ul style="list-style-type: none"> Married - prior year return of both spouses Divorced - finalized date, copy of divorce decree Separated - copy of the separate maintenance agreement Community property income allocation 	12 Inheritance	<ul style="list-style-type: none"> K-1 from the estate Basis information
3 Birth or adoption of a child	<ul style="list-style-type: none"> Social Security card Date of Birth 	13 Started or terminated a small business	<ul style="list-style-type: none"> Formation or termination dates Property contributions or distributions K-1s if applicable
4 Death of spouse or child	<ul style="list-style-type: none"> Date of Death 	Business income/expenses	<ul style="list-style-type: none"> 1099-MISC 1099-Ks received for use of credit cards Beginning & ending inventory numbers, if applicable Mileage information
5 Additional members of household	<ul style="list-style-type: none"> Date of occupancy and relationship 	14 Lawsuit settlements	<ul style="list-style-type: none"> Date Received Reason for the settlement 1099-MISC
6 Unemployment	<ul style="list-style-type: none"> Unemployment (Form 1099-G) 	15 Rental Property	<ul style="list-style-type: none"> Income Expenses If new property purchased, closing documents
7 IRA contribution	<ul style="list-style-type: none"> Type of plan-SEP or IRA Amount of contribution & dates 	16 Prizes	<ul style="list-style-type: none"> Form 1099-MISC Value of prizes not included on Form 1099-MISC
8 Retirement distributions	<ul style="list-style-type: none"> Form 1099-R Rollovers RMD information if 70 1/2 or older Dates of distribution if reached 59 1/2 during tax year 	17 Lottery or gambling winnings	<ul style="list-style-type: none"> Total amount won whether on W-2G or not Total amount of losses Form W-2G
9 Social Security benefits	<ul style="list-style-type: none"> Form 1099-SSA 		
10 Sale of stocks, bonds, etc. (including mergers)	<ul style="list-style-type: none"> Form 1099-B or other sale documents Basis or original cost 		

Event	Documents or Information Needed	Event	Documents or Information Needed
18	<p>Health insurance, medical, dental or drug expenses</p> <ul style="list-style-type: none"> • Health insurance premiums paid personally • Health savings account (HSA) info-1099 SA • Total of other medical, dental, and drug out-of-pocket expenses • Long-term care premiums paid <p>Medical Miles</p> <ul style="list-style-type: none"> • Total medical miles driven January - December <p>Health insurance verification</p> <ul style="list-style-type: none"> • If health insurance is purchased in the marketplace, we will need Form 1095-A. Otherwise, furnish 1095 B & C when available 	21	<p>Job-related expenses</p> <ul style="list-style-type: none"> • Meals, lodging and misc. expense amounts for items related to employment <p>Business miles</p> <ul style="list-style-type: none"> • Total miles driven AND Business miles driven per vehicle: January - December
19	<p>Purchase or sale of personal residence or other real estate</p> <ul style="list-style-type: none"> • Purchase documents, closing papers <p>State taxes income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes</p> <ul style="list-style-type: none"> • Prior year's tax return (if not prepared by us) • Property tax - amounts & dates paid • Closing papers from the purchase or sale of property <p>Refinance a home</p> <ul style="list-style-type: none"> • Closing papers with amount borrowed • Form 1098 • Description of how proceeds were used <p>Charitable</p> <ul style="list-style-type: none"> • Date, amount and name of organization • Receipts for donations greater than \$250 • Form 1098-C for vehicle or boat donations <p>Non-Cash</p> <ul style="list-style-type: none"> • List of items donated, fair market value and 	22	<p>Education expenses</p> <ul style="list-style-type: none"> • Form 1098-T for parents or children; if the child is a student, the form will come to the child. • Actual expense record to verify expenses for credit/deduction purposes • Financial transcript from school needed to show when actual expenses were paid <p>Student loan interest</p> <ul style="list-style-type: none"> • Interest record for student loans • Form 1098-E
20	<p>Charitable miles</p> <ul style="list-style-type: none"> • Mileage log for total charitable miles driven 	23	<p>Child or disabled spouse care</p> <ul style="list-style-type: none"> • Name, address and ID number of the day-care provider • Amount paid to the provider (if the provider comes into your home, a W-2 may be required)
		24	<p>Debt forgiveness or abandonment of property</p> <ul style="list-style-type: none"> • Form 1099-A for abandonment • Date property was taken by the bank or sold in foreclosure • Form 1099-C for cancellation
		25	<p>Bankruptcy filing</p> <ul style="list-style-type: none"> • Date filed • Bankruptcy papers to show property rejected / returned by court
		27	<p>Foreign investments or holdings</p> <ul style="list-style-type: none"> • Any foreign accounts? • Any greater than \$10,000? • Foreign business interest or stock of \$50,000 or more? • Signature authority over foreign accounts?
		28	<p>A warm smile and</p> <ul style="list-style-type: none"> • fresh baked cookies and/or a bottle of wine for the staff :)