

## **Tax Preparation Checklist**

This checklist is your personal guide to compiling your tax documents. This is not a legal document. It is meant to help save you time and remind you of the tax documents you may have accrued throughout the year.

### **Employment & Income Data**

W-2 forms  
Business/Rental Income  
Partnership and trust income: Schedule K-1  
Pensions and annuities  
Alimony received  
Jury duty pay  
Gambling and lottery winnings  
Prizes and awards  
Scholarships and fellowships  
State and local income tax refund

### **Homeowner/Renter Data**

Residential address(es) 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 Assets**

Interest income statements: Form 1099-INT & 1099-OID  
Dividend income statements: Form 1099-DN  
Proceeds from broker transactions: Form 1099-B  
Tax Refunds & unemployment compensation: Form 1099-G  
Miscellaneous income including rent: Form 1099-MISC  
Retirement plan distribution (IRA, Pensions, Annuities): Form 1099-R

### **Financial Liabilities**

Auto loans and leases (account numbers and car value) if vehicle used for business  
Student loan interest paid (1098 E)  
Early withdrawal penalties on CDs and other time deposits

### **Automobiles**

Personal property tax information

### **Expenses**

Tithes and Offering to your church (receipts for any single donations of \$250 or more)  
Gifts to charity (receipts for any single donations of \$250 or more)  
Unreimbursed expenses related to volunteer work  
Unreimbursed expenses related to your job (travel expenses, entertainment, uniforms, union dues, subscriptions)  
Investment expenses  
Job-hunting expenses  
Education expenses  
Child care expenses  
Medical Savings Accounts  
Adoption expenses  
Alimony paid  
Tax return preparation expenses and fees  
Tuition Payments (1098-T)

**Self-employment Data**

Receipts or documentation for business-related expenses and income

- Possible Expenses:
  - Advertising
  - Commissions and fees
  - Contract Labor
  - Depletion
  - Employee Benefits
  - Insurance (Other than Health)
  - Mortgage Interest
  - Other Interest
  - Legal and Professional Fees
  - Office Expenses
  - Pension and Profit Sharing
  - Rent (Vehicle, Machinery, Other)
  - Repairs and Maintenance
  - Supplies
  - Taxes and Licenses
  - Travel
  - Meals and Entertainment
  - Utilities
  - Wages

Farm income

**Deduction Documents**

State & local income tax: Estimated tax vouchers  
IRA, Keogh & other retirement plan contributions  
Medical expenses  
Casualty or theft losses  
Other miscellaneous deductions