

## By The Book Accounting, Inc.

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### Tax Preparation Checklist

Having the right information at hand is half the battle when doing your taxes.

Use this checklist to help you gather your important personal, employment, residential and financial information.

You can avoid multiple trips to our office by getting it all together now.

#### Personal Data

- Social Security Numbers (including spouse and children)
- Child care provider: Name, address and tax I.D. or Social Security #
- Alimony paid: Social Security Number

#### Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income including rent: Forms 1099-MISC
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G

#### 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 (if you used your home for business)
- Moving expenses (if you moved for a job)

#### Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

#### Financial Liabilities

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

#### Automobiles

- Personal property tax information

#### Expenses

- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Un-reimbursed expenses related to volunteer work

- Un-reimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

#### Self-employment Data

- Business income: Forms 1099-MISC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses and business mileage
- Farm-related expenses
- Employment taxes & other business taxes paid for current year: Payment records

#### Miscellaneous Tax Documents

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

***ALL NEW CLIENTS PLEASE SEND A COPY OF YOUR PRIOR YEAR TAX RETURN.***