**Tax Preparation Checklist:**

**\*Please Read ALL Pages\***

* **Taxpayer Information** -
	+ Last Year’s Income Tax Return (New Clients)
	+ Name, Address, Social Security Number and Date of Birth for Yourself, Spouse, and Dependents (New Clients – OR – Existing Client Adding a Dependent)

* + Banking Information for Direct Deposit (Routing & Account #)
	+ Copy of Driver’s License – OR – Other Govt. Issued Photo ID
	+ Copy of Social Security Card or Birth Certificate (New Clients)
* **Income Information** -
	+ Wages, Self-Employment Income, Unemployment (W-2, 1099)
	+ Interest, Dividends & Stock/Mutual Fund Sales (1099-INT, 1099-DIV, 1099-B)
	+ Cryptocurrency Transactions (Bitcoin, etc.)
	+ Pension/Annuity/IRA/401(k) Distributions (Form 1099-R)
	+ Gambling/Lottery Winnings and Losses/Prizes/Bonus (W2-G or 1099)
	+ Health/Medical Savings Account Distributions (HSA, MSA - Form 1099-SA)
	+ Corporation/Partnership/Trust/Estate Income (Form K-1)
	+ Social Security Income (SSA-1099)
	+ Rental or Investment Property Income
	+ Prior Year State/Local Income Tax Refund
	+ Alimony Income
	+ Foreign Income
	+ Social/Govt. Assistance Income
* **Deduction/Expense Information** -
	+ Dependent Care Costs
		- Provider Stmt. (Name, Address, Tax ID or S.S.N. and Amount Paid)
	+ Education/Tuition Costs/Materials Purchased (Form 1098-T, Receipts)
	+ Student Loan Interest Paid (Form 1098-E)
	+ IRA Contributions (ROTH, Traditional)
	+ Health/Medical Savings Account Contributions NOT thru Payroll (HSA, MSA)
	+ Mortgage/Home Equity Loan Interest/Mortgage Insurance/Property Taxes (Form 1098)
	+ Gambling/Lottery Losses (only to offset winnings, if you itemize deductions)
	+ Estimated Tax Payments to Federal, State and Local Taxing Agencies.
	+ Charitable Contributions - Cash/Non-Cash (Receipts or Giving Stmts.)
	+ Educator Expenses (unreimbursed)
	+ Purchases for Residential Energy Credit https://[www.energystar.gov/about/federal\_tax\_credits](http://www.energystar.gov/about/federal_tax_credits)

* + Out of Pocket/Unreimbursed Medical Expenses – Premiums, Doctor Bills, Prescriptions, Dental, Vision, etc. **NOTE:** If your health insurance is through the “Marketplace” (healthcare.gov), please provide Form 1095-A. https://[www.healthcare.gov/](http://www.healthcare.gov/)
	+ Long-Term Care Premiums
	+ Self-Employment Expenses (Short List Below)
		- Cost of Goods Sold (Materials, Contractors, Shipping, etc.)
		- General Supplies or Equipment Purchased or Rented
		- Large Single Asset Purchases (Greater than $500.00)
		- Office Expenses
		- Professional Fees (Accountant, Attorney)
		- Auto Expense (Mileage – OR – Actual Costs (gas, maintenance, etc.)
		- Insurance
		- Rent & Utilities
		- Home Office Expense (Square Footage of Home Office Area)
		- Meals & Entertainment/Travel
		- Education
		- Other Misc. Business-Related Expenses
	+ Rental Expenses (Short List Below)
		- Mortgage/Loan Interest (Form 1098)
		- Real Estate Taxes
		- Repairs & Maintenance
		- Supplies & Equipment
		- Utilities
		- Insurance
		- Management Fees & Professional Fees
		- Advertising
		- Auto Expense (Mileage – OR – Actual Costs (gas, maintenance, etc.)