**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.)