

# Tax Prep Checklist



## PERSONAL INFORMATION

- Your Social Security number or tax ID number
- Your spouse's full name and social security number or tax ID number

## INFORMATION FOR OTHERS ON YOUR RETURN

- Date of Birth and social security numbers or tax ID numbers
- Childcare records (including provider's tax ID number) if applicable

## INCOME

- W2 forms
- Rental Property Income
  - Records of income and expenses for rental(s)
    - repairs to rental
    - taxes
    - maintenance
    - advertising
  - Rental asset information, including cost, date placed in service, etc. for depreciation
- Retirement Income
  - Pension (1099-R)
  - Social Security (1099-SSA)
- Unemployment
- Gambling Income (W2G)
  - Win-Loss Report
- Health Savings Account and long-term care reimbursements (1099-SA/1099LTC)
- Other 1099s
- Hobby income and expenses
- Prizes and awards

## IRA CONTRIBUTIONS

- Form 5496 showing IRA contributions

## SAVINGS & INVESTMENTS

- Interest dividend income (1099-INT/1099-DIV)
- Stock or other property sales (1099-B/1099-S)

## EDUCATION

- Form 1098-T from educational institutions
- Form 1098-E if paid student loan interest
- Receipt of educational expenses
  - scantrons
  - bluebooks
  - clickers
  - textbooks
  - study-aids
  - subscriptions (Chegg)

## HEALTH CARE

- Medical Expenses including
  - co-pays
  - fees paid to doctors
  - hospital/nursing home fees
  - prescription & non-prescription drugs
  - necessities for dental, eyeglasses, contacts, hearing aids, service animal, wheelchair or crutches
  - transportation fees
    - repairs included
  - insurance premiums
  - gym memberships
  - funeral expenses
  - toiletries
  - nicotine gum/patches

## SELF EMPLOYMENT INFORMATION

- Forms 1099-MISC, Schedule K-1 & income records to verify amounts not reported on 1099s
- Business use of a vehicle
  - business miles for the year
- Other business expenses
  - Advertising
  - Accounting/Office Fees
  - Clothing
  - Meals
  - Cellphone/Accessories
  - Donations
  - Insurance
  - Equipment Purchases
  - Subscriptions
  - Permits, Licenses/Registration
  - Repairs
  - Tolls
  - Vehicle Wash
  - Showers
  - Supplies
  - Feed
  - Labor
  - Fuel
  - Travel
  - Utilities
  - Cost of Goods
  - CDL/Medical Card
  - Drug Screenings
  - Days Worked
  - OTR Necessities
  - Parking Fees
  - Laundry
  - Oversize Escorts
- Taxes
  - Estimated
  - Sales Tax
  - Property Tax
  - 2290
- Interest
  - Loan
  - Mortgage
- Other
  - Energy-saving home improvements

## OTHER EXPENSES

- Classroom supplies
- Sales Tax

