

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)
 - 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)
- 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 (ex. clickers, scantrons, testing fees, study aids, etc.)

HEALTH CARE

- Medical Expenses including
 - 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
 - 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
- Student Loan Interest
- Gambling Losses
- Alimony payments
- Sales Tax