

TAX PREPARATION CHECKLIST

The following is a general list of items you may wish to prepare for your tax appointment. This is not a complete listing of all possible items necessary to prepare your tax return, but should give you a good start!

NOTE: Items shown with an “**” have a detailed worksheet available. Please visit the “Tax Worksheets” page of our website to download or we can fax, email or mail it to you.

GENERAL

- Full names with middle initial as currently on file with Social Security Administration
- Social Security cards or copies for each person on the return
- Social Security numbers for you, your spouse and your dependents
- Birth dates for you, your spouse and your dependents
- Copy of last year’s federal and state tax returns
- Most recent financial plan review from your planner

INCOME

- W-2’s received
- Bank statements or 1099-INT showing interest received
- Statements or 1099-DIV showing dividends received
- **Information for any stock, securities or capital assets transactions including date acquired, purchase price, sales price and date sold [Web Worksheet](#)
- Refund received from last year’s state or local income taxes
- Amount of alimony received
- **1099-MISC business income and any related expenses [Web Worksheet](#)
- **Self-employment income, provide all income and expenses for business [Web Worksheet](#)
- 1099-R from pension or IRA distributions
- Schedule K-1’s from any partnership, LLC, LLP, trust or S-corporations
- **Income and expense information for any rental real estate [Web Worksheet](#)
- Settlement statement from the purchase of any investment or rental properties
- Unemployment compensation benefits received
- Social Security benefits received
- Other income sources including prizes, scholarships, and fellowships

DEDUCTIONS

- **IRA contributions for you and your spouse [Web Worksheet](#)
- Educational IRA contributions
- **Moving expenses [Web Worksheet](#)
- Keogh or self-employed SEP contribution
- Self-employed health insurance
- Long-term care insurance premiums
- Amount of Alimony paid and social security number of

recipient

- Student loan interest paid
- **Educational expenses paid for you, your spouse, children, or grandchildren [Web Worksheet](#)
- Penalty for early withdrawal on savings

ITEMIZED DEDUCTIONS

- Medical, dental and eye care expenses
- Mileage driven for medical purposes
- Real estate taxes paid
- Personal property taxes on cars and/or boats
- Sales or use taxes paid on purchases of vehicles, boats, etc. (optional)
- Home mortgage interest paid including home equity loans
- Points (also called “Origination fee”) paid or seller paid points (bring your closing statement)
- Investment interest paid
- **Charitable contributions made by cash/check or property contributions [Web Worksheet](#)
- Mileage driven to charitable activities
- Casualty and theft losses
- **Un-reimbursed employee expenses [Web Worksheet](#)
- Tax preparation fees paid
- **Home Office Deduction [Web Worksheet](#)
- Investment and/or Financial expenses
- Safe deposit box rental or Investment expenses

OTHER

- Child or Dependent Care including amount for each child and name, address and federal ID number of each provider
- Estimated tax payments for federal or state and dates paid
- **Use of automobile for business [Web Worksheet](#)
- Residential energy credit information
- 529 Plan contributions
- Sale of a home after living there less than 2 years
- Long term care insurance premiums paid
- Details of conversion of traditional IRA’s to Roth IRA’s
- Details of severance payments received including documentation