

Tax Preparation Checklist

Personal Information

- Name, Address, SSN
- Spouse Name, Address, SSN
- Dependents Name, Address, SSN
 - Childcare Expenses & Provider Details
 - Private School Tuition or College Tuition (1098T)

Income Information

- Employment Income (W2)
- Pension/IRA/Annuity Income (1099R)
- Social Security Income (1099SA)
- Investments (1099INT, 1099DIV, 1099OID)
[often found on Consolidated Tax Statements]
- Stock Sales or other Asset Sales (1099B,
[often found on Consolidated Tax Statements] 1099S)

Rental Information

- Rental Income
- Rental Expenses
 - Mortgage Interest Statement (1098)
 - Property Tax Receipt
 - Insurance
 - Repairs & Maintenance
- Capital Improvements
 - Date, Cost, Item

Self-Employment Information

- Income
 - Gross Receipts
 - 1099NEC or 1099MISC
 - Schedule K-1
- Business Expenses
 - Office Expenses
 - Dues & Subscriptions Expenses

- Utilities Expenses
- Rent Expenses
- Payroll Expenses
- Supplies Expenses
- Cost of Goods Sold
- Business Use of Vehicle
 - Mileage
- Home Office
 - Total Square Feet of Home
 - Square Feet Exclusively Used for Business

Other Deductions & Credits

- Mortgage Interest Statement (1098)
- Property Tax Receipt
- Charitable Contributions
- Non-Cash Donations
- Health Insurance Costs
- Medical, Dental, Vision Costs
- Marketplace Health Insurance (1095A)
- Medical Miles
- Charitable Miles
- Estimated Tax Payments Made for Tax Year
- College Savings Account Contributions
- HSA Contributions
- IRA/Roth IRA Contributions
- Student Loan Interest (1098E)
- Overtime Pay (Last Pay Stub of Tax Year)
- Vehicle Loan Interest (New Loans on New Cars only)
- Tips Received

Other Income

- Unemployment Income (1099G)
- Gambling Income (W2G)
- Long Term Care Reimbursement (1099LTC)
- Jury Duty Pay
- Cancellation of Debt (1099C)
- Virtual Currency