

# TAX RETURN PREPARATION CHECKLIST



## BASIC INFORMATION (FOR TAXPAYER AND DEPENDENTS)

- State ID or Driver License
- Residential Address
- Social Security Card
- Birth Certificates
- Evidence of Family Members / Dependent Relationship:
  - Court Decree for Child Tax Credit
  - Confirmation of Residential Address of Taxpayer and Dependents
    - Utility Bills
    - – School / Childcare Provider Statement / Report Card
- Copies of Last Year's tax Returns
- Direct Deposit Info

## INFORMATION ABOUT YOUR INCOME – FORMS:

- W-2 for any type of part-time or full-time work
- W2-G for certain types of Gambling Winnings
- 1099 (1099-MISC) for Self-Employment Income
- 1099-C for Cancellation of Debt
- 1099-G for Unemployment Income or a State Tax Refund
- 1099-INT or Form 1099-OID for Interest Income
- 1099-K for Business or Rental Income processed by Third-Party Networks
- 1099-LTC for Long Term Care reimbursements
- 1099-Q for Payments from Qualified Education Programs
- 1099-S for Income (Proceeds) from Sale of Property
- 1099-SA for Health Savings Account and Medical Savings Account distributions
- SSA-1099 for Social Security Benefits
- Alimony Received
- Other Miscellaneous Income

## TAX DEDUCTION RECORDS – FORMS:

- 1098 - Mortgage Interest Statement, which comes from the company that services your mortgage loan
- 1098-C for Donation of an automobile, boat or aircraft worth more than \$500 to a tax-exempt organization
- 1098-E for Student Loan Interest Paid
- 1098-T for Tuition Statement Post-Secondary Education
- 1040ES for Estimated Tax Payments

## RECEIPTS FOR EXPENSES

- Medical bills
- Charitable contributions
- IRA contributions
- Certain education expenses

## SMALL BUSINESS CHECKLIST

### Receipts and Records for:

- Incorporation and Legal Fees – Provide EIN and Business Entity Info
- Schedule C (or a handwritten Profit/Loss Statement)
- Educational or Research Expenses
- Subscription or Professional Publications
- Donations to business organizations
- Advertising and Marketing (Promotional) Expenses
- Business Entertainment Expenses such as Restaurant Meals and Other Business Entertainment costs
- Banking Fees
- Vehicle Expenses
  - Actual Car Expenses - include payments, depreciation, registration, insurance, garage rent, licenses, repairs and maintenance, and parking and toll fees
  - Standard Mileage Expenses - keep a log, daily, weekly or monthly, of miles driven to distinguish personal use from business use
- Travel Expenses, such as air, bus, or train fares.
- Depreciation – Car bill of sale; Date when initially put to business use
- Health Insurance Premiums (Income Credit instead of Tax Deduction)
- Office Supplies
- Office Rent or Home Office Expenses (provide electricity bill if used for all 12 months)
- Payroll