



Tax Preparation Document Checklist

Use this checklist as a reference to compile your documents to provide our office to prepare your tax return. All of these items will not be applicable to every taxpayer; however, this list provides the most common income and deduction sources.

Personal and Dependent Information

- Social security numbers and birthdates for you, your spouse, and your dependents
- Copy of last year's federal and state tax returns (Only needed if we did not prepare your prior year return)
- Bank account number and routing number, if receiving refund via direct deposit
- Childcare records (including the provider's tax ID number) if applicable

Sources of Income

- W-2 Forms for you and your spouse
- 1099-C Forms for cancellation of debt
- 1099-G Forms for unemployment income or tax refunds
- 1099-MISC Forms for you and your spouse
- 1099-R Forms for distributions from IRAs or retirement accounts
- 1099-S Forms for income from sale of a property
- 1099-INT, -DIV, or -B Forms for investment or interest income
- SSA-1099 Forms for social security benefits received
- Schedule C business information – income and expense summary or records
- Schedule F farming information – income and expense summary or records
- Rental property income and expense summary or records
- Miscellaneous income: jury duty, gambling winnings, royalties, HSA or MSA distributions, etc.

Adjustments to Income

- 1098-E Forms for student loan interest paid
- 1098-T for tuition paid and higher education related expenses
- For teachers: Record or summary of expenses paid for classroom supplies
- Records of retirement contributions made during the year (Not reflected on W-2)
- Receipts for qualifying energy-efficient home improvements
- Records of Health or Medical Savings Account contributions
- Self-employed health insurance payment records

Deductions and Credits

- 1098-E Forms for mortgage interest, PMI, and points
- Record of property taxes paid
- Adoption records and costs
- Charitable donations; cash and non-cash amounts and charitable miles driven
- Medical and dental expense records
- Record of large purchases subject to sales tax; vehicle, boat, etc.
- Records of home office expenses (for self-employed individuals filing Schedule C)

Other Information

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year
- Amount paid with an extension to file
- 1095-A, -B, or -C Forms for health insurance