

Tax Appointment Checklist

Please use this checklist to prepare for your tax appointment as it will assist you in gathering all the important tax records and tax documents needed to prepare and e-file your federal and state tax returns faster and more accurately.

Please print this list and check off each item you have collected for your tax return.

- **Personal information -**
 - Copy of last year's income tax return (New Clients Only)
 - Name, address, Social Security number and Date of Birth for yourself, spouse and dependents
 - Child Care Provider, Name, Address, Tax ID or S.S.N. & Amount Paid
 - Bank Routing # and Account # if using Direct Deposit

- **Income Data Required -**
 - W-2 Form(s) for Wages and Salaries
 - Miscellaneous Income – Form 1099MISC
 - Interest Income – Forms 1099INT & 1099OID
 - Dividend Income – Form 1099DIV
 - State/Local income tax refunded – Form 1099G
 - Sales of Stock, Land, etc. – Form 1099B
 - Sales of Real Estate – Form 1099S
 - Social Security Income – Form 1099SA
 - Pension or Annuity Income – Form 1099R
 - Gambling/Lottery Winnings
 - Alimony Income

- **Business Income & Expenses Data Required -**
 - Business Income and Expenses

- Asset Depreciation Summary Schedule
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Foreign Income
- Miles Traveled for Business Purposes and Total Vehicle Mileage for Year

○ **Adjustments to Income & Tax Deductions –**

- Self-employed Health Insurance Premiums Paid
- Health Savings Account contributions
- Moving Expenses (not reimbursed by employer)
- Self-employed SEP, SIMPLE, and qualified plans contributions
- Alimony Payments & Recipients SSN
- IRA Contributions
- Student Loan Interest Paid

○ **Expense Data Required -**

- Education/Tuition Costs/Materials Purchased
- Medical/Dental
- Real Estate Taxes
- Vehicle or Personal Property Taxes
- Mortgage/Home Equity Loan Interest/Mortgage Insurance
- Mortgage Refinance Papers (HUD Statement)
- Investment Interest & Expenses
- Charitable Contributions Cash/Non-Cash
- Employment Related Expenses

- Tax Return Preparation Expenses
- Gambling/Lottery Expenses
- Estimated Tax Payments to Federal and State Government and Dates Paid
- Purchase qualifying for Residential Energy Credit
- Home Purchase (HUD Statement)