

# Tax Prep Checklist

Tax Year \_\_\_\_\_

## Personal Data

- Client Information Form \*\*
- Tax Organizer \*\*
- Married or divorced this tax year
- Birth or adoption
- Death of child, spouse or dependent
- Job change
- Additional members of household
- VOID Check

## Employment & Income Data

- W-2 forms for this year
- Partnership and trust income K-1's
- Pensions and annuities 1099R
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refund
- Social Security benefits

## Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Purchase/Refinance home
- House closing statements
- Real estate/Property taxes paid
- Rent paid during tax year
- Moving expenses

## Financial Assets

- Interest income statements: Form 1099-INT
- Dividend income statements: 1099-DIV
- Stock/funds transactions: Form 1099-B \*\*
- Tax refunds & unemployment: Form 1099-G
- Miscellaneous income/rent: Form 1099-MISC
- Retirement plan distribution: Form 1099-R

## Financial Liabilities

- Student loan interest paid: Form 1098E
- Early withdrawal penalties on CDs etc

## Automobiles

- Auto Expenses worksheet \*\*

## Expenses/Deduction Documents

- IRS estimated taxes paid
- IRA/Simple contributions
- Gifts to charity
- Unreimbursed volunteer expenses
- Unreimbursed job expenses
- Volunteer/charitable miles
- Investment expenses
- Job-hunting expenses
- Education expenses
- Child care expenses (Include child care provider tax I.D. or SSN and address)
- Medical expenses \*\*
- Medical miles
- Medical Savings Account, Insurance
- Adoption expenses
- Alimony paid
- Tax prep expenses and fees

## Other

- Other miscellaneous deductions
- Casualty or theft losses

## Self-Employed/Small Businesses

- Home Office Worksheet \*\*
- K-1s on all partnerships
- Business expenses worksheet \*\*
- Receipts or documentation for business-related expenses
- Business miles
- QuickBooks Backup – email ahead or bring with you
- QuickBooks version and password