

## Tax Checklist

**This form is to assist you in gathering your income tax information. Use it as a guide for information you need to provide. Please call or e-mail with any questions.**

### **GENERAL INFORMATION:**

- First, middle initial, and last names of taxpayers and dependents as written on the Social Security cards, and dates of birth for taxpayers and all dependents, *especially* new dependents.
- Address (city, state, zip), telephone number, and e-mail address.
- Marital Status: Single \_\_\_ Married \_\_\_ Head of Household \_\_\_ Separated \_\_\_
- Number of Dependents: \_\_\_ Did any dependents have any income? Yes \_\_\_ No \_\_\_
- Do all dependents live with you? Yes \_\_\_ No \_\_\_

### **TYPES OF INCOME AND TAX REPORTING FORMS:**

- Wages: All W-2's
- Pensions/Retirements: 1099-R
- Social Security: SSA-1099
- Bank Interest: 1099-INT
- Dividends: 1099-DIV
- Commissions: 1099-MISC
- Tips and Gratuities
- Sales of Stock, Mutual Funds: 1099-B
- Income from Rentals: All 1099-MISC
- Business Income: All 1099-MISC & 1099-K
- Farm Income
- Alimony Received: Total amount
- Unemployment: 1099-G
- State Tax Refund: 1099-G
- Miscellaneous: Jury Duty, Gambling, Other

**BUSINESS INCOME & EXPENSE ITEMS:** This list is not all encompassing. If you don't see an expense listed below, ask.

Total (Gross) Income	Advertising	Auto: Parking &Tolls
Business Phone Expense	Cell Phone Expense	Subcontractors
Commissions Paid	Insurance	Interest Paid
General Office Expense	Rent/Lease Fees Paid	Legal or Professional Fees
Repairs	Cleaning/Maintenance	Dues & Publications
Equipment/Supplies	Tools	License Fees/Taxes Paid
Utilities	Education Expense	Association Dues
Bank/Credit Card Fees	Postage	Meals/Entertainment
Business Miles & Total Miles	Asset Purchases	Hotel/Travel Expense

**ADDITIONAL ITEMS FOR RENTAL PROPERTIES:**

Keys	Condo/PUD Fees	Management Fees
Mortgage Statements	Yard Work	Termite Treatment Expense
Utilities	Mileage/Travel	Other

**DEDUCTIONS/CREDITS TO INCOME:**

Self-employed Health Insurance	IRAs /Keogh/SEPs	Retirement Saver's Credit
Medical Savings Account	Teacher Expenses	Adoption Expenses
Penalty on Early Withdrawal of Savings		Moving Expenses
American Opportunity/Lifetime Learning/Student Loan Interest/Education Expenses		

\* Total Alimony Paid: Must have name and Social Security number of recipient, and amount paid.

\* Child Care/Day Care Credit: Must have name, address, Social Security number or EIN of provider, and amount paid per child.

**ESTIMATED TAXES PAID:**

Date of payment and amount paid for *each* Federal and State quarterly tax estimate.

**ITEMIZED DEDUCTIONS:**

**MEDICAL**

Medical & Dental bills	Prescriptions	Glasses/Contact Lenses
Out-of-pocket expenses	Medical miles	Lab fees
Hearing Aids	Medical/dental/long term care insurance	

**TAXES**

Prior year state tax paid	City/local tax	Sales tax
Real estate tax	Personal property tax	Other

**CHARITABLE CONTRIBUTIONS**

Church	Boy/Girl Scouts	United Way/CFC
March of Dimes	American Heart	Easter Seals
Red Cross	MDA/MS	YWCA/YMCA
Salvation Army	FoodBank	Payroll deductions
Out-of-pocket Volunteer Expenses	Charitable miles	Other

Date of donation, list and Fair Market Value for *each* donation of household goods and clothing items donated to a Charitable Organizations.