

Documents and Information Needed to Prepare Tax Return

Use our checklist as a guide to help you gather necessary forms and receipts for preparing your income tax return. Choose those categories that apply to you, and make sure you have all the relevant documents before coming to see us.

Personal information, please highlight where there may be any changes:

- Address, telephone numbers, email addresses
- Personal, spouse, children (name, social security number, date of birth)
- Copy of last year's tax return
- Copy of a voided check

Personal income:

- Employment income W-2 forms
- Interest income 1099-INT & 1099-OID forms
- Distributions from medical savings accounts 1099-MSA forms
- Social Security benefits SSA-1099 forms
- Estate and Trust income K-1: 1041 forms
- Schedules C, E, F
- Alimony received (include name and social security number of payer)
- State and local income tax refunds 1099-G forms
- Income from 529 plans (1099Q educational accounts)
- Other miscellaneous income (include 1099-MISC forms of your own records)

Self-employment income:

- Business income 1099-MISC forms or your own records
- Partnership income K-1: 1065 forms
- S Corporation investment income K-1: 1120S forms
- Rental property income 1099-MISC forms or your own records

Personal expenses:

- Mortgage Interest 1098 forms (loan origination, points, settlement statement if home was purchased in 2011)
- Property sales proceeds 1099-S forms
- Real estate taxes paid (should be on mortgage statement)
- Personal property taxes (pink registration slip from vehicle and/or boat, etc.)
- Tax return preparation fees/legal fees
- Medical, dental, eye glasses, health insurance after-tax premium expenses (if you believe they will be over 7.5% of your gross income)
- Charitable donations (cash and non-cash separated)
- Child care expenses (include child care provider name, address, tax ID number, amount paid)
- IRA contributions (traditional, SEP, Roth)
- Federal, state & local income tax paid for current year (estimated)
- Job related expenses (educators, out of pocket classroom expenses)
- Education tuition 1098-T form (Hope/Lifetime learning credit, post-secondary expenses (1098-T))
- Student loan interest 1098-E form
- Alimony paid (include name and social security number of recipient)
- Adoption expenses (legal, transportation, other). Adoptee name, social security number, date of birth.
- Contributions to Educational Savings Plans (529)
- Records for any other expenses that may be deductible

Self-employment deductions:

- Business-related expenses
- Employment and business taxes paid
- Deductions and Expenses

**We do not need the supporting documents for deductions and expenses. All we need is a list of these deductions and expenses with the amount to be claimed. You should retain supporting documents in your files in case there is ever an audit or other issue.