



TAX PREP CHECKLIST

BASICS

- Photo ID
- Social Security cards (yourself and any/all dependents)
- Copy of last year's return (if visiting a different preparer)
- Bank account and routing number (for refunds/payments)
- Check or debit/credit card for tax prep fees (if necessary)

REGULAR INCOME

- W-2s
- 1099s from all sources (self-employment, interest, investments, etc.)
- Record of additional income not reported on a W-2 or 1099 (rental, alimony, hobby, unemployment, etc.)
- Purchase and sales record for any sold assets (home, rental property, stocks, etc.)

BUSINESS INCOME

- Records for business income earned
- Records for passive revenue streams
- Documentation of affiliate/pass-through income
- Documentation of refunds, reimbursements, etc.

HOME & RETIREMENT

- Closing documents (if you just bought your home)
- Receipts for home improvements (Energy Tax Credit)
- 1098's (interest paid on mortgage, equity loan or student loans)
- Property tax payments
- Yearly IRS/401-K contributions total

NOTES

PERSONAL EXPENSES

- Child care expenses (and child care provider's tax ID)
- Adoption expenses
- Job search expenses
- Moving expenses
- Medical and dental expenses (1095A Health Savings account or Medical Saving account)
- Tuition
- Theft and casualty losses
- Alimony/child support paid (and ex's or child's SSN)
- State and local taxes paid (income and sales tax)
- Sales tax paid on newly purchased vehicles
- Amount paid for last year's tax prep
- Work related expenses (not covered by your employer) dues, subscription, equipment, etc.

PAYMENTS & CHARITY

- Record of estimated tax payments made (if applicable)
- Receipts for any charitable donations

BUSINESS EXPENSES

- Volunteer expense deductions
- Marketing (advertising, services, etc..)
- Utilities (telephone, cable, internet, electric, gas, etc.)
- Office supplies & postage
- Rent (to be allocated if you have a home office)
- Legal & Professional fees and consulting expenses
- Business travel expenses (airfare, lodging, meals, etc.)
- Business-related education (conferences, etc.)
- Dues & subscriptions

NOTES
