



## Personal Tax Preparation Checklist

### Personal Information:

- Taxpayers' full legal name, date of birth and social security number.
- Taxpayers' cell or home telephone number and email address.
- Dependent(s) full legal name, date of birth and social security number, and months resided with taxpayer.**
- Form 8332 executed by custodial parent, if applicable.
- Home address and county of residence.
- Copy of taxpayers' driver's license.**

### Incomes:

- W-2s for each employer.
- W-2G for gambling winnings and/or a detailed record of losses.
- 1099s for all income reported to the IRS: Dividend income (1099-DIV), Interest income (1099-INT), Miscellaneous income (1099-MISC), Retirement (1099-R), sale of home or real estate (1099-S), Unemployment compensation or State Tax Refund (1099-G).
- Rental income.

### Deductions:

- 1098-S Mortgage Interest and Real Estate Taxes on a residence or rental properties.
- 1098-T Education Expenses: scholarships, itemized receipts of qualified educational expenses.
- 1099s prepared by client.
- Child & Dependent Care Expenses: name, address, Tax ID or Social Security Number of the child care provider and amount paid per child.
- Business Expenses for self-employed individuals.
- Charitable Contributions: detailed list of donations, date of contributions, receipts and dollar value of the donation.
- Vehicle excise and sales tax paid.
- Moving expenses, date of move and distance between your former and new home (Military only).
- Medical expenses: insurance premiums, doctor, dentist, eye care, and prescriptions.
- Health Savings Account contributions (Form 1099-SA) and distributions (Form 5498-SA).
- Energy saving home improvement receipts.
- Last year tax preparation fees, if not prepared by us.
- Rental expenses detailed per category.
- Student loan interest.

### Other:

- Bank account and routing numbers for direct deposit of your refund.**
- Estimated Tax Payments – include amount paid, date you made the payment and for which quarter. If you have a copy of the check or receipt if paid online, include a copy.**
- Settlement statement(s) for the sale of real estate.
- Last year's tax return, if not prepared by us.
- 1095-A if you received credit from the healthcare.gov marketplace.
- Proof of medical insurance – insurance card or billing information.