

Tax Return Checklist

Please print this list and check off the items as you collect them for your tax return.

General Information

- Copy of Last Year's Tax Return
- Years of Birth & Social Security Numbers for You & Your Spouse
- Residential Address for the Year
- Dependents Names, Years of Birth & Social Security Numbers
- Prior Year Personal Identification Number (PIN)
- Routing Transmit Number (for direct deposit/debit purposes)
- Bank Account Number (for direct deposit/debit purposes)

General Income

- W-2 Forms
- Interest Income Statements: Form 1099-INT & 1099-OID
- Dividend Income Statement: Form 1099-DIV
- Distributions from Medial Savings Accounts: Form SSA-1099 or Form RRB-1099
- Sales of Stock, Land, etc.: Form 1099-B
- Sales of Real Estate: Form 1099-S
- Miscellaneous Income: Form 1099-MISC
- Gambling & Lottery Winnings: Form W-2G
- Alimony Received or Paid
- Unemployment Compensation Received: Form 1099-G
- Jury Duty Pay

Homeowner/Renter Information

- Home Mortgage Interest: Form 1098
- Purchase of Home: Form 1098
- Sale of Home: Form 1098
- Real Estate Taxes Paid
- Rent Paid During the Year
- Moving Expenses
- First Time Home Buyer Tax Credit

Business Income

- Business Income & Expenses
- Rental Income & Expenses
- Farm Income & Expenses
- Form K-1 Income from Partnerships, Trusts & S-Corps
- Self-Employed Health Insurance Premium Payments
- Self-Employed Pension Plans
- Auto Loans & Leases (including account numbers & value) if the vehicle is used for business
- Miles Traveled for Business

Tax Return Checklist

Home Used for Business

- Square Footage of Your Home Office Area
- Total Square Footage of Your Home
- Personal Property Taxes Paid
- Homeowner Insurance Premium Payments
- Invoices for Repairs & Maintenance on Your Home
- Utility Bills

Expenses & Tax Deductions

- Child Care Provided Address, ID Number & Amounts Paid
- Adoption Expense Information
- Foreign Taxes Paid
- Medical Expenses for the Family (including hospital, doctor, dental & prescription drugs)
- Contributions to Medical Savings Account
- Miles Traveled for Medical Purposes
- Cash Contributions to Charities
- Fair Market Value of Non-Cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Miles Traveled for Volunteer Purposes
- Student Loan Interest Paid: Form 1098-E
- Tuition Statement: Form 1098-T
- Receipts for Tuition For Post High School Education
- Personal Property Tax Paid for Automobiles
- Casualty & Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union & Professional Dues
- Investment Expenses
- Educator Expenses
- Job-Hunting Expenses
- Job-Related Education Expenses
- IRA Contributions

Tax Estimate Payments

- Estimated Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year