# Checklist for Tax Preparation

## First Time Clients

You will need names, birthdates and SS#'s for all people included in the return. Copies of SS Cards & IDs

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| **Forms for Income** | **What this is or how I get it?** |
| W-2s | Income from employer |
| 1099-INT / 1099-DIV | Interest or Dividends from banks or investing companies |
| 1099-B | Any sales of stocks, bonds, homes or other assets |
| K-1 | From accountant doing tax return on partnership, S-Corp or trusts |
| 1099-SSA | Social Security |
| 1099-G | Usually shows State Income Tax Refund and Unemployment Benefits |
| W2-G | Gambling Winnings (Bring backup to show any losses) |
| 1099-Misc | Income from self-employment |
| 1099-R | Retirement Income |
| Other Income | Rental Income, other self-employed income, alamony |
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| **Deductions or Expenses** | **What this is or how I get it?** |
| 1098 (Mortgage) | Mortgage Interest Statement |
| Real Estate | Any real estate tax bills or cancelled checks paid during current year |
| PMI | Private Mortgage Insurance not reported on Form 1098 |
| Donation | Backup for any donations made to qualified organizations |
| 1098-T | Tuition expenses |
| Medical or Dental | Expenses for insurance premiums (after-tax) and out of pocket expenses |
| Business Expenses | Any expenses related to business and mileage logs |
| Contributions | Contributions to a traditional or SEP-IRA |
| Rental Expenses | Any expenses related to rental property and mileage logs |
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| **Other Information** | **What this is or how I get it?** |
| Payments | Any payments for estimated taxes |
| Stocks | Money paid for stocks to determine cost basis |
| Investments | IRA, 401K, Life Insurance Statements (Could be used for tax planning) |
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