

# Tax Return Preparation Checklist

Use the following guide while gathering up your important tax documents for your personal tax returns. Please bring all required documents with you when having our tax preparation expert prepare and file your federal and state tax returns.

## Health Insurance Requirement (started in 2014)

- Forms 1095 (A, B, C)
- Amount paid for health insurance.
- Which family members were covered, and what months of the year each family member was covered.

## 1. Important Tax Documents

- W2 and 1099-MISC.
- Unemployment 1099-G.
- Pension 1099-R.
- Social Security 1099-SSA.
- State and local income tax refunds 1099-G.
- Gambling and lottery winnings W2-G.
- Investment income and stock transactions 1099-INT, 1099-DIV, 1099-B.
- Business and partnership income K-1.
- Mortgage interest 1098-Mortgage interest.
- Student loan interest 1098-E.
- College tuition 1098-T.
- HSA / MSA distributions 1099-SA.

## 2. Miscellaneous Income

- Alimony received.
- Jury duty pay.

## 3. Dependents

- Full name, SSN, date of birth, and number of months living with you.
- Statement from daycare showing daycare name, address, tax ID#, and amount you paid.

- Copy of divorce decree section, which spells out which parent claims the child each year.
- Proof of residency if the child is not your son or daughter.

#### **4. Divorce and Separation**

- Copy of divorce decree section which spells out which parent claims the child each year.
- Copy of divorce decree section related to filing status which determines if you will be: married filing jointly, married filing separately, head of household, or single.
- Copy of divorce decree section related to tax deductions including:
  - How itemized deductions are to be split.
  - Whether you are required to itemize or required to take standard deduction.
- Copy of divorce decree section related to retirement distribution settlements.
- If you paid or received alimony provide the amount and SSN of the other party.

#### **5. College Expenses**

- Tuition and fees typically on 1098-T.
- Books and supplies not on 1098-T.
- Computers and laptops.
- Receipt of scholarships and fellowships.
- Student loan interest paid typically on 1098-E.

#### **6. Tax Credits**

- Earned Income Credit – determined based on income and dependents.
- Daycare Credit – determined based on income and amount paid.
- Child Tax Credit – determined based on age and dependency status of child.
- Retirement Savings – determined based on income and previous distributions.
- Education Credits –determined based on income, expenses paid, dependency (if for child).

#### **7. Loan Interest**

- Home mortgage interest typically on 1098 Form.
- Interest on second home.
- Automobile loan interest – deductible in some instances.
- Investment interest – normally provided by broker but ask.

- Business interest – see the Small Business Tax Checklist.

## 8. Meals and Entertainment

- Provide receipts for meals and entertainment related to your job or work.
- Business meals and entertainment – see the Small Business Tax Checklist.

## 9. Automobile

If you have job or work-related use of your automobile please provide:

- Mileage log or some other record of the number of miles driven for work.
- Personal property tax paid for the vehicle.
- Loan interest paid for the vehicle.
- Amount of reimbursement that you received.

- Always provide the year, make, model, year-ending odometer reading, purchase date, and purchase amount of every auto that you use for work.
- If you used your vehicle in relation to medical treatment please provide the number of miles driven for medical treatment.
- If you used your vehicle in relation to charitable activity please provide the number of miles driven for charitable purposes.
- If you previously used the actual expense method or purchased a new auto please provide amounts paid for: gas, insurance, repairs, loan interest, license registration and title fees, sales tax, and property tax.

If you donated your vehicle to a charity please provide:

- Year, make, model, VIN#, odometer reading.
- Date of donation.
- Name, address, tax ID# of charity.
- Fair market value of vehicle when donated.
- Did charity keep or sell the vehicle?
- What was sale price if the charity sold the vehicle?
- 1099-C if you received it.

## 10. Travel

If you traveled for work please provide receipts for:

- Transportation by airfare, train(s), rental cars, taxis, etc.
- Rental car fuel
- Lodging
- Laundry / dry cleaning
- Fees
- Amount(s) you were reimbursed.

Business travel – see the Small Business Tax Checklist

## 11. Telephone and Internet

If you use your cell phone, home phone, or Internet connection for work please provide:

- % of time used for work.
- Amount paid for monthly phone service.
- Cost of equipment purchases.

## 12. Insurance

Insurance is not always deductible, but ask your tax preparer whether you can deduct:

- Health insurance – paid out of pocket.
- Auto insurance.
- Life insurance.
- Homeowners/renters insurance.
- Disability insurance.

## 13. Home Office

If you used a portion of your home for work please ask your tax preparer if you qualify for a home office deduction. If you qualify you will be asked to provide:

- Rent paid.
- Mortgage interest typically on 1098.
- Real estate tax.

- Homeowners/renters insurance.
- Utilities (electric, gas, water, sewer, trash, fax or second phone, Internet).
- Repairs – general.
- Repairs – specific to the office.
- Maintenance (lawncare, snow removal, pest treatment, cleaning).
- Association dues.
- Furniture and/or equipment used in home office.

## 14. Medical Expenses

Medical expenses typically have to exceed a certain dollar threshold before they become deductible. Discuss with tax preparer before compiling these expenses. You may be asked to provide:

- Medical insurance.
- Long-term care insurance.
- Dental insurance.
- Fees and copays paid to doctors and hospitals.
- Prescription medicine.
- Eyeglasses or contacts.
- Dental care.
- Ambulance fees.
- Certain expenses for home alterations.
- Vehicle conversions.
- Reimbursements received for medical expenses.
- Mileage driven for medical care.

## 15. Homeowner / Renter Information

- Mortgage interest typically on 1098.
- Real estate tax paid during the tax year.
- Home office expenses.
- Moving expenses.
- Provide closing statements for the sale or purchase of any home during the tax year.

## 16. Tax Payments

- Real estate tax paid during the tax year.
- Personal property tax paid during the tax year.
- Sales tax paid on major purchases (car, boat, RV, etc.).
- IRS, state, and local tax payments and estimates paid during the tax year.

### **17. Retirement Contributions**

- Traditional or Roth IRA, Keogh, etc.
- Discuss with your tax preparer whether you can still contribute for previous tax year.

### **18. Gambling Winnings and Losses**

- Provide W2-G for winnings.
- Provide statements supporting losses.

### **19. Miscellaneous Deductions**

- Safe deposit box fees.
- Investment fees.
- Tax preparation costs.
- Adoption expenses.
- Casualty and theft losses.
- Legal fees.

### **20. Work Expenses**

- Union dues.
- Teachers deduction.
- Training, education, and license fees.
- Automobile expenses.
- Telephone and internet expenses.
- Meals and entertainment.
- Gifts.
- Travel expenses.
- Home office.
- Provide amounts you received as reimbursement.

## 21. Charitable Donations

- For cash donations provide the date paid and amount.
- For cash donations over \$250 provide a receipt from the charity.
- For non-cash donations provide:
  - Name, address, tax ID# of charity.
  - Date of donation.
  - Description of donated items.
  - Condition and cost of donated items.
  - For automobile donations provide:
    - Year, make, model, VIN#, odometer reading.
    - Date of donation.
    - Name, address, Tax ID# of charity.
    - Fair market value of vehicle when donated.
    - Did charity keep or sell the vehicle?
    - What was sale price if the charity sold the vehicle?
    - 1099-C if you received it.