



TAX CHECKLIST

BASICS FOR EVERYBODY

- SOCIAL SECURITY NUMBERS (YOU AND DEPENDANTS)
- COPY OF LAST YEAR'S TAX RETURN
- BANK ACCOUNT/ROUTING NUMBER
- LOAN STATEMENTS

INCOME

- W-2's
- 1099'S FOR ALL STREAMS OF INCOME

HOME/RENTAL PROPERTIES

- 1098's (INTEREST ON MORTGAGE/EQUITY/STUDENT LOANS)
- REAL ESTATE TAXES PAID
- INSURANCE PREMIUMS
- ENERGY EFFICIENT UPGRADE RECEIPTS
- PURCHASE/SALE RECORDS (HOME/RENTAL PROPERTY/ETC.)
- INCOME FROM RENTALS
- MILEAGE (FOR RENTAL RELATED ISSUES)
- RECEIPTS (FOR RENTAL UPGRADES/REPAIRS/UPGRADES/ETC.)

DONATIONS

- RECEIPTS FROM CHARITABLE CONTRIBUTIONS
- VOLUNTEER EXPENSE DEDUCTIONS

BUSINESS OWNERS

- TAX ID NUMBERS
- INSURANCE PREMIUMS/EXPENSES
- BUSINESS INCOME AND EXPENSES
- LIST OF ASSETS AND EQUIPMENT
- MILEAGE LOGS

DEDUCTIONS

- MEDICAL/DENTAL EXPENSES
- HEALTH INSURANCE EXPENSES/PAYMENTS
- IRA AND HSA CONTRIBUTIONS
- SALES TAX FOR VEHICLE PURCHASE
- CHILDCARE EXPENSES
- JOB SEARCH EXPENSES
- ANY MOVING EXPENSES
- AMOUNT PAID FOR LAST YEAR'S TAX PREP
- SALES TAX ON NEWLY PURCHASED VEHICLES
- EDUCATIONAL EXPENSES (LOAN INTEREST/TUITION/SUPPLIES)

OTHER

- ESTIMATED TAX PAYMENT RECORDS
- TOTAL CONTRIBUTIONS TO IRA/401K

