

Checklist – What to Provide for the Preparation of your Income Tax Returns

- 1) W-2's and or 1099-R's
- 2) Record of Other Income (1099 types)
 - Mutual Funds, stock, bonds, etc.
 - Interest and dividends from savings accounts, money markets, mutual funds, stocks, bonds, etc.
 - Non-Employee Compensation
- 3) Purchase and/or Sale of Residence
 - Closing papers from the purchase and sale of the old residence (HUD-1)
 - Closing papers from the purchase of the new residence (HUD-1)
 - Copy of the tax return showing the purchase of the old residence
 - Listing of improvements to old residence
- 4) Moving expenses and moving expense reimbursement documentation
- 5) Rental Property Income and Expenses
- 6) Copies of all K-1's – Partnerships, S-Corporations, Estates or Trusts
- 7) Pension/IRA Distributions or IRA Contributions – Traditional, Roth or Coverdell
- 8) Itemized Deductions –
 - Medical Expenses – Summaries of out of pocket costs
 - Real Estate Taxes – statement from the county where property is located
 - Interest on Residential Mortgages – 1st, 2nd, Home Equity, etc.
 - Closing papers on Refinancing Home Mortgage (HUD-1)
 - Interest on Investment Loans
 - Contributions – Summaries of donations by Cash, Checks & Credit Cards and Non-Cash (goods, etc.)
 - Casualty Losses
 - Tax Preparation Fee paid last year
 - Investment Expenses – fees, safe deposit box, financial planning, etc.
 - Employee business expenses – un-reimbursed automobile, travel, entertainment, meals, education, equipment, etc.
- 9) Copy of the brokers statements advises for the purchase and sale of stocks, bonds and mutual funds, or statements showing the transactions
- 10) Child Care Expenses – including name, address and SSN of provider(s)
- 11) Higher Education Expenses and Loan Interest on Education Loans



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- 12) Documentation of Federal and State Estimated Income Tax Payments made
- 13) Copy of last two years Federal and State Tax Returns, unless we prepared them
- 14) Any Divorce/Child Support agreements still in effect

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