

Personal Income Tax Return Checklist Documents Required

Please provide the following documentation when delivering your tax information to us for preparing your individual income tax return. You should receive this information prior to the 31st of January.

Also, please provide any additional documentation so that we may accurately include all taxable events you have incurred throughout the year. If you are uncertain, please provide the information and we will determine the tax impact.

Personal:

- Dependent's Legal Names
- Dependent's Dates of Birth
- Dependent's Social Security Numbers

Income:

- Wages W-2's
- Miscellaneous 1099 Misc
- Partnership K-1 and or 1041
- Bank Interest 1099INT and /or B
- Stock Dividends 1099 DIV - Dividends
- Stock Proceeds 1099B – Brokerage Statement
- Pension/IRA Distribution(s) 1099 R
- Gambling Winning(s) 1099G
- Social Security Benefits 1099SSA
- Health Savings Account 1099SA
- 529 Withdrawal(s) 1099 Q
- Cancellation of Debt 1099 C
- Real Estate Proceeds 1099 S
- Unemployment income 1099 G

Expenses:

- Tuition 1098T

Contributions:

- IRA Contribution
- Roth Contribution

Deductions:

Medical Expenses:

- Medical (doctor, dentist, eye care)
- Prescription Medication
- Miscellaneous Medical Expenses

Taxes Paid:

- Personal property taxes Car taxes
- Real Estate taxes Municipal taxes
- Investment property taxes Municipal taxes
- State Sales Tax Paid

Interest Expense:

- Primary Mortgage Interest 1098 Mortgage Interest
- Home Equity Interest 1098 Mortgage Interest
- Points paid HUD Closing statement

Cash Contributions:

- Summary of all cash, check and credit card donations
- Written acknowledgment of donations
- Mileage summary of all volunteering miles

Non-Cash-Contributions:

- Summary of all non cash donations
- Receipt and summary of non cash contribution

Unreimbursed Business Expenses:

- Union dues
- Professional organizations
- Itemized list of unreimbursed professional expenses
- Mileage Log – professional expenses

Credits:

- Dependent Care Provider Details

Taxes Paid:

- Estimated Payments (Federal and state)
- Household Employee Taxes

Other:

- Stock basis against stock sold

Electronic File:

- Voided blank check for direct deposit