

Tax Preparation Checklist-Tax Year 2018

This list is a general guideline intended to cover the most common items needed for tax returns. Individual clients may have some or all of these documents, others may have additional documents not listed.

Please use the following checklist to help you gather information needed to prepare your taxes. Providing all the information at one time will help you avoid delays in preparing your tax returns. If you are uncertain whether you need to provide information, go ahead and do so.

PLEASE SEND ORIGINAL DOCUMENTS WHENEVER POSSIBLE. YOUR DOCUMENTS WILL BE RETURNED TO YOU WITH YOUR TAX RETURNS

Personal Data

- ✓ Social Security Numbers and date of birth (include spouse and dependents)
- ✓ Drivers License number, issue and expiration dates
- ✓ Child care provider: Name, address and tax I.D. or Social Security Number
- ✓ Alimony paid: Name and Social Security Number of recipient
- ✓ Important: Your federal and state income tax returns from last year (if not prepared by our firm)
- ✓ Proof of health insurance coverage: Forms 8965 (Marketplace Coverage or Exemption)
- ✓ Form 1095 (from employer or insurance company) for proof of health insurance

Employment & Income Data

- ✓ W-2 forms for this year
- ✓ Unemployment compensation: Forms 1099-G
- ✓ Miscellaneous income, including rent: Forms 1099-MISC
- ✓ Partnership, S Corporation, & trust income: Schedules K-1
- ✓ Pensions and annuities: Forms 1099-R
- ✓ Alimony received
- ✓ Jury duty pay
- ✓ Gambling and lottery winnings
- ✓ Prizes and awards
- ✓ Scholarships and fellowships
- ✓ State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- ✓ Residential address(es) for this year
- ✓ Mortgage interest: Form 1098
- ✓ Sale of your home or other real estate: Form 1099-S
- ✓ Second mortgage interest paid
- ✓ Real estate tax paid
- ✓ Rent paid during the year (include name(s) and address(es) of landlord(s))
- ✓ Closing statements if you purchased or sold a residence

Financial Assets

- ✓ Interest income statements: Form 1099-INT and 1099-OID
- ✓ Dividend income statements: Form 1099-DIV
- ✓ Proceeds from broker transactions: Form 1099-B
- ✓ Retirement plan distribution: Form 1099-R

Tax Preparation Checklist (continued)

Financial Liabilities

- ✓ Auto loans and leases (account numbers and car value) if vehicle used for business
- ✓ Student loan interest paid
- ✓ Early withdrawal penalties on CDs and other time deposits

Automobiles/Boats/Motorhomes/Airplanes

- ✓ Personal property tax information (copy of auto registration paid in 2018)

Expenses

- ✓ Gifts to charity (you should have a bank record or receipt for all donations, and a qualified written statement *and* bank record from charities for any donations of \$250.00 or more for your records). See also: Charitable Deduction Guidelines
- ✓ Unreimbursed expenses related to volunteer work, including miles driven
- ✓ Child care expenses
- ✓ Medical Savings Accounts (MSA) or Health Savings Accounts (HSA)
- ✓ Adoption expenses
- ✓ Alimony paid

Self-employment & Rental Property Information

- ✓ Business income: Forms 1099-MISC and/or own records
- ✓ Partnership SE income: Schedules K-1
- ✓ Business-related expenses: receipts, other documents & own records
- ✓ Farm-related expenses: receipts, other documents & own records
- ✓ Employment taxes and other business taxes paid for current year: payment records
- ✓ Please see separate transmittal form for Schedule C if required
- ✓ Income & expenses from rental property (see separate organizer if required)

Miscellaneous Tax Documents

- ✓ Copy of your last year's Federal & State Tax Return (if we did not prepare the return)
- ✓ Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks and other payment records
- ✓ IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- ✓ Records to document medical expenses
- ✓ Records to document casualty or theft losses
- ✓ Records for any other expenditures that may be deductible
- ✓ Records for any other revenue or sales of property that may be taxable or reportable.