



Here we have included a very detailed tax preparation checklist for our most commonly filed tax returns. Please review this checklist and gather all necessary documents to ensure your tax return is filed accurately and efficiently the first time. If you have any questions please feel free to contact us to clarify any concerns.

Tax Preparation Checklist

General Information

- Full name, social security number(s) including yourself, spouse, and/or dependents
- Date of birth for yourself, spouse and/or dependents
- Voided check (for direct deposit)
- Previous tax returns filed (prior 3 years if possible)

Income Information

- W-2s (not paycheck stubs)
- 1099s – Interest and Dividend Income, Retirement, Annuities, tax refunds, Unemployment
- Social security received
- Alimony received
- Gambling income and losses
- Cost basis of securities sold
- Rental property income (see Sch. E, rental property checklist)
- Health savings account (HSA)

Tax Credit & Deduction Information

- Child care expenses (name of care provider, tax id/social number, phone number, address)
- Form1098-T education tuition expense
- Interest paid on student loans
- Alimony paid (need social security number of recipient)
- Medical savings account
- Moving expenses
- IRA contributions
- Rental property expense (see Sch. E, rental property checklist)
- Adoption expenses

Itemized Deductions (Schedule A)

- Medical expenses (Health Care – Prescriptions, Doctors, Dentists, Eyeglasses, Medical Insurance, Long Term Health Care Insurance)
- Form1098 – mortgage interest expense
- Real estate taxes and other taxes paid
- List of charitable contributions (name of organization and amount donated)
- Un-reimbursed job expense
- Union/professional dues, job related educational costs, job search expenses, hobby expenses, work uniforms, safe deposit box(es), and tax preparation fees.
- DMV fees



Rental Property Checklist

Income

- Rent received (include deposits only if not returned to renter)
- Depreciation schedule or copies of all tax returns since purchase

Expenses

- Advertising
- Auto travel (mileage to and from property to collect rent or make repairs)
- Cleaning and maintenance costs
- Commissions paid
- Insurance
- Legal & professional fees paid
- Management fees
- Mortgage interest
- Repairs costs
- Supplies
- Real estate taxes
- Utilities
- Lawn care
- Snow removal
- City code fees
- Other (costs incurred with maintaining your rental property)



Schedule C, Self-employed Checklist

Income

- List of bank deposits
- All 1099s
- Other income (interest, etc.)

Auto expense

- Lease payments
- Auto insurance
- Interest of auto loan
- Repairs & maintenance
- Total miles driven
- Business miles driven
- Total gas purchases
- Date car purchased
- Model and make of auto

Salaries & wages

- Total gross wages paid
- Company paid FICA
- Federal unemployment paid
- State unemployment paid
- Worker's compensation paid

Expenses

- Advertising
- Commissions paid
- Liability insurance
- Interest paid
- Legal & professional fees paid
- Office supplies
- Rent paid
- Dues & subscriptions
- Travel expense
- Meals & entertainment
- Utilities
- Bank charges
- List of assets (cost & date acquired)
- Health insurance premiums

Home office

- Total square feet of home
- Total square feet of office
- Mortgage interest
- Real estate taxes
- Utilities paid
- Home repairs