Tax Return Checklist

General
Completed Client Data Sheet
Proof of Identification **& insurance (driver license, social security card & insurance card)**
Special ID: if you experienced identity theft in the past
Previous year tax return for new clients – (**NOT** required for returning clients)
Bank name, routing numbers and account numbers for direct deposit

Income
ALL W-2's
ALL 1099's and new form 1095 (for health insurance)

- Interest
- Dividends
- Foreign Account Information (even if signature on family member account)
- Self-employment income – including totaled receipts for all expenses
- Sale of stock assets or securities – include buy & sale dates & amounts
- Sale of your home or other investment property (could have received a 1099S)
- Cancelation of debt (probably received a 1099C)
- All K1 information
- Withdrawals from:
    - IRA (Roth or Traditional)
    - Pension or retirement annuity

Alimony received
Rent and Royalties
Unemployment Compensation
Social Security, Disability, etc.
Any other income: Examples – Gambling Winnings, Rebates, Unreported Tips, Prizes, Jury Duty, E-Bay

Adjustments to income
Contributions to IRAs, KEOGHs, SEP, SIMPLE (we need to know if you contributed to Roth even though it is not a deduction)
Student Loan Interest
Moving Expenses – Active Military only
Medical Savings Account
Health Savings Account – 1099 info showing distributions
Educator Expenses

Itemized Deductions
Medical Expenses (vision, dental, co-pays, prescriptions, weight loss programs, stop smoke programs, etc.)
Sales Tax Info – for vehicles, boats or motor home
Estimated Tax Payments – federal, state and city. Max $10,000
Mortgage Interest – Primary and 2nd mortgages or private mortgage insurance (PMI)
Real Estate Taxes
Settlement Papers if you bought or refinanced your home
Charitable Contributions – required receipts, lists of items and charitable miles
Contemporaneous letter/record from Charitable Organization for items/money donated over $25*0* *(must say NO* GOODS OR SERVICES PROVIDED and be dated prior to tax meeting)
Gambling Losses

Miscellaneous
Child Care Expense – with providers SS#, name address and amount
Post-Secondary Education Expense – 1098T and receipt/transcript from bursar's office
Signed IRS form from custodial parent if claiming child
EIC credit – documentation proving eligibility (doctors records, insurance cards, school records, etc. of children/dependent)