



Tax Record Checklist

This tax record checklist is created for you to gather tax records and receipts for the tax season. Check mark the information provided to us and write in the amounts (were necessary). Payment should be provided before tax preparation is completed or immediately after information is faxed.

Please provide us a completed checklist with the following information for tax preparation:

- Last Years Tax Return (New Clients)**
- Taxpayers Name and Dependents Name**
- Taxpayers Date Of Birth and Dependents Date Of Birth**
- Dependents Social Security Number**
- Home Address (If Different Then Last Years Return)**

INCOME:

- Alimony
- All W-2's
- Form 1099 miscellaneous income
- Bank interest (\$10 or higher) & stock dividends
- 1099G Overpayment card state & local income tax refunds
- Business income (ask for business checklist)
- Sales of stock, residence and other property
- Pensions & Annuities
- Rents & Royalties
- Farm income
- Unemployment compensation
- Social security & railroad retirement
- Partnership & Trust
- Gambling & lottery winnings
- Scholarships & fellowships
- Other employee compensation
- Other miscellaneous income



Tax & Bookkeeping

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EXPENSES:

- _____ Alimony paid
- _____ Student loan interest
- _____ Casualty & theft losses
- _____ Charitable contributions, (cash, property, miles)
- _____ Child & disabled-dependent care
- _____ Earned income credit
- _____ Expenses for business use of car
- _____ Expenses for business use of home
- _____ Forfeited interest
- _____ Investment expenses
- _____ Tuition expenses
- _____ Job seeking expenses
- _____ Low income housing credit
- _____ Medical expenses
- _____ Flexible Spending Plan
- _____ Health Savings Plan
- _____ ACA 1095 A, B, C
- _____ Moving expenses
- _____ Personal property taxes (car, boat, etc.)
- _____ Professional dues
- _____ Qualified educational expenses
- _____ Self employment tax
- _____ Self employed health insurance
- _____ State & local income tax payments
- _____ Tax preparation fees
- _____ Union dues
- _____ Vocational & job-related expenses
- _____ Volunteer service (out-of-pocket expenses) (church-scouts-etc)

HOME:

- _____ Home mortgage interest
- _____ Real & property taxes
- _____ Points
- _____ Closing cost
- _____ Purchase and sales invoice/HUD-1 (if you purchased your home in 2000)
- _____ Refinancing
- _____ Windows, Heating and Cooling Units, and Storm Door

INVESTMENT:

- _____ End of year ROTH IRA, IRA & KEOGH plan contribution statement
- _____ End of year brokerage statement
- _____ Form(s) 1099/end of year mutual fund statement
- _____ Form(s) 1099/end of year stock & bond statement