



TAX DOCUMENT CHECKLIST

PLEASE REMOVE ALL DOCUMENTS FROM ENVELOPES. DO NOT STAPLE.

Client Name:

INCOME & COMMON DEDUCTIONS:

___ W-2 Form(s) for Wages, Salaries, and Tips

___ Interest Income Statements:

Form 1099-INT & 1099-OID

___ Dividend Income Statements:

Form 1099-DIV

___ Sales of Stock, Land, etc. for Capital Gains:

Form 1099-B

___ Sales of Real Estate: Form 1099-S

___ State Tax Refunds: Form 1099-G

___ Alimony received or paid

___ Unemployment Compensation received:

Form 1099-G

___ Nonemployment Compensation:

Form 1099-NEC

___ Miscellaneous Income:

Form 1099-MISC

___ Retirement Income:

Form 1099-R

___ Social Security Income and Railroad

Retirement Income: Form SSA-1099

___ Business Income and Expenses

___ Rental Income and Expenses

___ Farm Income and Expenses

___ Form K-1 Income from Partnerships, Trusts, and S-Corporations

___ Tax Deductible Miles Traveled for Business Purposes

TAX CREDITS:

___ Child Tax Credit

___ Economic Impact Payments (STIMULUS)

___ Child Care Provider Address, I.D. Number and Amounts Paid for the Child and Dependent Care Credit

___ Earned Income Tax Credit (EITC)

___ Adoption Expense Information for the Adoption Tax Credit

___ Foreign Taxes paid

___ Medical Expenses for the Family

___ Medical Insurance Paid

___ Nursing Home Expenses

___ Prescription Medicines and Drugs

___ Doctor and Dentist Payments

___ Hospital and Nurse Payments

___ Tax Deductible Miles Traveled for Medical Purposes

___ Home Mortgage Interest Form 1098

TAX CREDITS CONTINUED:

___ Home Second Mortgage Interest Paid

Client Phone Number:



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- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if claiming itemized deductions)
- Personal Property Taxes Paid
- Charitable Cash Contributions
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Tax Deductible Mileage for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Union and Professional Dues
- IRA Contributions
- HSA, FSA Contributions
- Student Loan Interest Paid from Form 1098

- Copy of Current Depreciation Schedule (NEW CLIENTS ONLY)
- Social Security Numbers for You and Your Spouse
- Educational Expenses for You and Your Spouse FORM 1098-T
- Dependents' Names, Years of Birth, and Social Security Numbers
- Dependents' Post High School Educational Expenses FORM 1098-T
- Prior Year Adjusted Gross Income (AGI)

ESTIMATED TAX PAYMENTS:

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Over-Payment Applied to This Year
- Off Highway Fuel Taxes Paid

PAYMENT/REFUND INFORMATION:

- Routing Transmit Number (RTN)
- Bank Account Number (BAN)

IF YOU ARE PROVIDING THESE ITEMS ELECTRONICALLY, PLEASE PROVIDE THE FILE NAME(S) ON THE FLASH DRIVE AND PASSWORD BELOW.

FILE NAME(S): _____

PASSWORD: _____

GENERAL INFORMATION:

- Copy of Last Year's Tax Return (NEW CLIENTS ONLY)