
Tax Checklist

In addition to your tax organizer this list may assist you in gathering your income tax information.

TYPES OF INCOME & TAX REPORTING

- Wages: All W-2s
- Pensions/Retirements: 1099-R
- Bank Interest: 1099-INT
- Business Income: All 1099-NEC, 1099-MISC & 1099-K
- Alimony Received
- Commissions: 1099-NEC, 1099-MISC
- State Tax Refund: 1099-G
- Sales of Stock, Mutual Funds: 1099-B
- K-1 forms from Partnership, S-Corporation, or Trust
- Affordable Care Act Reporting: Form 1095-A and Form 3895
- Income from Rentals: AJI 1099-MISC
- Social Security: SSA-1099
- Dividends: 1099-DIV
- Farm Income
- Total amount of Unemployment: 1099-G
- Tips and Gratuities
- Miscellaneous: Jury Duty, Gambling, Other
- HSA: 1099-SA

BUSINESS INCOME & EXPENSE ITEMS

- Total (Gross) Income
- Asset Purchases
- Bank/Credit Card Fees
- Business Vehicle: • Date Placed in Service • Business Miles • Total Miles
- Cell Phone Expense
- Cleaning/Maintenance
- Contractors/Subcontractors
- Education Expense
- General Office Expense
- Insurance
- Legal or Professional Fees
- Advertising
- Auto: Parking &Tolls
- Business Phone Expense
- Postage
- Commissions Paid
- Dues & Publications
- Equipment/Supplies
- Hotel/Travel Expense
- Interest Paid
- License Fees/Taxes Paid

- Meals/Entertainment
- Tools

- Rent/Lease Fees Paid to Repairs
- Utilities

ADDITIONAL ITEMS FOR RENTAL PROPERTIES

- Days Rented
- Gardening/Yard Work
- Room Rentals (in home)
- Mortgage Interest
- Vacation Rental
- Property Tax

- Condo/PUD Association Fees
- Management Fees
- Mileage/Travel
- Termite Treatment
- Keys/Other
- Utilities

DEDUCTIONS/CREDITS TO INCOME

- Adoption Expense
 - Penalty on Early Savings Withdrawal
 - Teacher Expenses
 - Retirement Contributions (not through employer)
 - Solar Expense
 - Child Care Expenses: • Provider Name • Phone Number • EIN • Amount Paid
 - Alimony Paid*
- Medical Savings Account (5498-SA/1099-SA)
 - IRAs/Keogh/SEPs (Form 5498)
 - Education Expenses
 - Self-employed Health Insurance
 - Electronic Vehicle Purchase

* Total Alimony Paid: Must have Name, Social Security number of recipient, and amount paid

ESTIMATED TAXES PAID

- Date of payment and amount paid for each Federal and State quarterly tax estimate

ITEMIZED DEDUCTIONS

MEDICAL

- Medical & Dental Bills
- Prescriptions
- Glasses/Contact Lenses or Hearing Aids
- Lab Fees
- Medical Miles
- Out-of-pocket Expenses

- Medical Insurance Premiums: • Medical • Dental • Long-term Care

TAXES & INTEREST

- Local Tax (found on previous year's return)
- Real Estate Tax
- Mortgage Interest
- Investment Interest
- Sales Tax
- Personal Property Tax (Vehicle License Fee)
- Mortgage Insurance Premiums

CHARITABLE CONTRIBUTIONS

- Cash Contributions *

* Documentation required

- Non-Cash Contributions **

** Donation dates, list of items donated with fair market value for each non-cash donation to a charitable organizations are needed

- IRA RMD Charitable Distribution
- Charitable Miles
- Out-of-pocket Volunteer Expenses
- Other

FOREIGN INCOME

- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Did you have a financial interest in or signature authority over a financial account located in a foreign country?
- Did you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?

ADDITIONAL TAX DOCUMENTS

- Year-End Broker Statements
- HUD Statement (for each home sold, purchased or refinanced)
- Notices Received from IRS or FTB



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