



Personal Income Tax Return Checklist Documents Required

Please provide the following documentation when delivering your tax information to us for preparing your individual income tax return. You should receive this information prior to the 31st of January.

Also, please provide any additional documentation so that we may accurately include all taxable events you have incurred throughout the year. If you are uncertain, please provide the information and we will determine the tax impact.

Personal:

- Dependent's Legal Names
- Dependent's Dates of Birth
- Dependent's Social Security Numbers

Income:

- Wages W-2's
- Miscellaneous 1099 Misc
- Partnership K-1 and or 1041
- LLC Profit and Loss
- Bank Interest 1099 INT and /or B
- Stock Dividends 1099 DIV - Dividends
- Stock Proceeds 1099 B - Brokerage Statement
- Pension/IRA Distribution(s) 1099 R
- Gambling Winning(s) 1099 G
- Social Security Benefits 1099 SSA
- Health Savings Account 1099 SA
- 529 Withdrawal(s) 1099 Q
- Cancellation of Debt 1099 C
- Real Estate Proceeds 1099 S
- Unemployment income 1099 G

Expenses:

- Tuition 1098 T
- Student Loan Interest 1098 E

Contributions:

- IRA Contribution
- Roth Contribution
- H.S.A. Contribution 5498 SA
- H.S.A. Distribution 1099 SA

Deductions:

Medical Expenses:

- Medical (doctor, dentist, eye care)
- Prescription Medication
- Miscellaneous Medical Expenses
- Unreimbursed Medical Premiums
- Longterm Care Premiums

Taxes Paid:*

- Personal property taxes
- Real Estate taxes
- Investment property taxes
- State Sales Tax Paid
- Car taxes
- Municipal taxes

*Limitation=\$10,000 annually

Interest Expense:

- Primary Mortgage Interest 1098 Mortgage Interest
- Home Equity Interest 1098 Mortgage Interest
- Points paid HUD Closing statement

Cash Contributions:

- Summary of all cash, check and credit card donations
- Written acknowledgment of donations
- Mileage summary of all volunteering miles

Non-Cash Contributions:

- Summary of all non-cash donations
- Receipt and summary of non-cash contribution

Credits:

- Dependent Care Provider Details

Taxes Paid:

- Estimated Payments (Federal and state)
- Household Employee Taxes

Other:

- Stock basis against stock sold

Electronic File:

- Voided blank check for direct deposit