

TAX PREPARATION CHECKLIST

- Prior year tax return (new clients only)

Income Information:

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| <input type="checkbox"/> Wages (Form W-2) | <input type="checkbox"/> Stock Sale Information/Capital Gains (Forms 1099-B) |
| <input type="checkbox"/> Interest Income (Form 1099-INT) | <input type="checkbox"/> Pension Distributions (Form 1099-R) |
| <input type="checkbox"/> Foreign bank accounts, income +/- paid taxes | <input type="checkbox"/> State / Local Refunds |
| <input type="checkbox"/> Dividend Income (Form 1099-DIV) | <input type="checkbox"/> Gambling Income (Forms W-2G) |
| <input type="checkbox"/> Stock Sale Information/Capital Gains (Form 1099-B) | |
| <input type="checkbox"/> Each stock sale: Date purchased, number of shares bought, amount paid | |
| <input type="checkbox"/> Other Income | |
| <input type="checkbox"/> Alimony Received | <input type="checkbox"/> Tip Income |
| <input type="checkbox"/> Unemployment Compensation (Form 1099-G) | <input type="checkbox"/> Scholarships (Forms 1098-T) |
| <input type="checkbox"/> Social Security Benefits (Forms 1099-SSA) | <input type="checkbox"/> Education Savings Account Withdrawal (Form 1099-Q) |
| <input type="checkbox"/> Disability Income | |
| <input type="checkbox"/> Jury Duty | |
| <input type="checkbox"/> Small Business (self-employed or independent contractor business owner) | |
| <input type="checkbox"/> Business Income (Form 1099-MISC plus items not on 1099-MISC) | |
| <input type="checkbox"/> Business Expenses (Provide list or use the Business Organizer) | |
| <input type="checkbox"/> Vehicle Information | |
| <input type="checkbox"/> Rental Property | |
| <input type="checkbox"/> Rental Income (Form 1099-MISC) | |
| <input type="checkbox"/> Related Expense (Provide list or use the Rental Property Organizer) | |
| <input type="checkbox"/> Schedules K-1 from Partnerships, S Corps, Trusts | |
| <input type="checkbox"/> Sale of Real Estate not qualifying for Personal Residence Exemption | |
| <input type="checkbox"/> Closing Statement - Sale of Property | |
| <input type="checkbox"/> Closing Statement - Purchase of Property | |
| <input type="checkbox"/> List of additions/improvements while you owned the property | |
| <input type="checkbox"/> Forgiveness of Debt income (Form 1099-C or 1099-A) | |

Deduction Information:

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| <input type="checkbox"/> IRA Contributions | <input type="checkbox"/> Medical Expenses |
| <input type="checkbox"/> SEP, Simple, Keogh Plans | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Student Loan Interest (Form 1098-E) | <input type="checkbox"/> Out of Pocket Medical Expense |
| <input type="checkbox"/> Alimony Paid | <input type="checkbox"/> Form 1095-A |
| <input type="checkbox"/> Recipient Name and SS # | <input type="checkbox"/> Healthcare Market Place Exemption |
| <input type="checkbox"/> Mortgage Interest (Form 1098) | <input type="checkbox"/> Other Taxes (including sales tax paid on the purchase of auto, boats and RVs for personal use) |
| <input type="checkbox"/> Investment Interest | |
| <input type="checkbox"/> Cash and Nocash Charitable Contributions | |

Credit and Payment Information:

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| <input type="checkbox"/> Child Care Expenses | <input type="checkbox"/> Tuition Statements (Form 1098-T) & Education Expenses |
| <input type="checkbox"/> Provide name, address, SS# or EIN, and amount paid for each child | <input type="checkbox"/> Energy or vehicle tax credit information |
| <input type="checkbox"/> Estimated tax payments (dates and amounts paid) | |