



2016 TAX PREP CHECKLIST

PERSONAL INFORMATION (If a New Client)

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number
- Copy of last year's tax returns
- Bank account # and routing # if direct depositing refunds

DEPENDENTS INFORMATION (If a New Client or any changes from last year)

- Birthdates and social security numbers or tax ID numbers
- Income of other adults in your home
- Form 8332 showing release of right to claim child (if applicable)

TAX PAYMENTS

- Record of estimated tax payments (Form 1040ES)
- Record of any State estimated tax payments

INCOME SOURCES

- Forms W-2
- Unemployment, state tax refund (1099-G)

Self-Employed

- QuickBooks accountant's copy or List of Income and Expenses by category
- Forms 1099-MISC, Schedules K-1, income records to verify amounts not on 1099s
- Expense records – check registers, credit card statements, and receipts
- Business-use asset description, cost, date placed in service of assets costing over \$500
- Office in home information – total sq. ft. home, sq. ft. office, utilities, homeowner's insurance, etc.
- SEP, Simple or other self-employed pension plans

Rental Income

- Income and expense records
- Rental asset cost, date placed in service, etc.



2016 TAX PREP CHECKLIST

Retirement Income

- Pension/IRA/Annuity Income (1099-R)
- Traditional IRA basis – amounts you contributed that were already taxed
- Social Security/RRB income – (1099-SSA, RRB-1099)

Saving & Investments or Dividends

- Foreign bank account information (if applicable)
- Interest, dividend Income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Acquisition dates and records of cost or other basis in property sold (if not reported on 1099-B)
- Investment related expenses
- Health savings account and long term care contributions and reimbursements (1099-SA or 1099-LTC)
- Medical savings account contributions and reimbursements

Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Prizes and awards
- Hobby income and expenses
- Jury Duty records
- Trust information, including K-1's from trusts
- Royalty income (1099 misc.)
- Any other 1099s received, including 1099-C (cancellation of debt)
- Records of Alimony paid/received with ex-spouse's name and SSN
- Copy of HUD-1 Settlement statement for any real estate sales

TYPES OF DEDUCTIONS

Home ownership

- Forms 1098 or other mortgage interest statements
- Real Estate and personal property tax records
- Energy-saving home improvement receipts
- All other 1098 series forms



2016 TAX PREP CHECKLIST

Charitable Donations

- Cash amounts donated to houses of worship, schools, or other charitable organizations
- Non-cash charitable donation records
- Miles driven for charitable or medical purposes

Out-of-pocket Medical Expenses (not paid through a flexible spending account at work or by employer)

- Amounts paid for healthcare insurance
- Amounts paid to doctors, dentists, hospitals
- Amounts paid for prescriptions
- Miles driven for medical care

Health Insurance

- From 1095-A if enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate if you applied for and received an exemption from the Marketplace (Exchange)

Childcare Expenses

- Name, address and tax ID or Social Security Number for each provider
- Fees paid to a licensed day care center or family day care of child under 13 years of age, when both parents employed

Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses, including books, computers
- Records of scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

Job Expenses & Tax Prep Fees

- Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
- Receipts for classroom expenses (for educators in grades K-12)
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)



2016 TAX PREP CHECKLIST

- Job-hunting expenses

- Moving expenses not reimbursed by employer
- Amount paid for last year's tax return preparation

State & Local Taxes or Sales Tax

- State/local income tax paid (other than wage withholding), or state/local sales tax paid
- Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions (Regular and Roth)
- All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster/Casualty and Theft

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if your county has been declared a federal disaster area
- Casualty and theft losses: amount of damage, insurance reimbursements