

TAX PREPARATION CHECKLIST - 1040 only

Information about your income

- W-2 forms for you and your spouse
- End of Year Pay Stub if paid any overtime
- 1099-C forms for cancellation of debt
- 1099-G forms for unemployment income, or state or local tax refunds
- 1099-MISC forms for you and your spouse (for any independent contractor work)
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- 1099-S forms for income from the sale of property
- 1099-INT, -DIV, -B, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- K-1 from business pass-through entities
- Alimony received
- Business or farming income- profit/loss statement, capital equipment information
- Rental property income and expenses: profit/loss statement, suspended loss information
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, education plans (529), etc.

Adjustments to your income

This following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc
Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- Records of Medical Savings Account (MSA) or Health Savings Account (HSA) contributions
- Self-employed health insurance payment records
- Records of moving expenses
- Alimony paid
- Keogh, SEP, SIMPLE, and other self-employed pension plans

Deductions and credits

The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- Child care cost: provider's name, address, tax ID & amount paid
- Education cost: Form 1098-T, education expenses
- Adoption cost: SSN of child, records of legal, medical & transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI) & points you paid
- Investment interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven & out-of-pocket expenses
- Medical & dental expense records
- Casualty & theft losses: amount of damage, insurance reimbursements
- Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- Records of home business expenses, home size/office size, home expenses
- Rental property income/expenses: profit/loss statement, rental property suspended loss information

Taxes you have paid

- State & local income taxes paid
- School taxes paid
- Personal property taxes
- Vehicle license fees based on value of vehicle

Other information

- Estimated tax payments made during the year (self-employed)
- Prior year refund applied to current year and /or any amount paid with an extension to file
- Foreign bank account information: location, name of bank, account number, peak value of account during the year

SELF EMPLOYED SCHEDULE C

Income

Gross _____

Expenses

Advertising _____
 Printing _____
 Contract Labor _____
 Legal & Professional Fees _____
 Office Expenses _____
 Repairs & Maintenance _____
 Supplies _____
 Meals with Customer _____
 Long Distance Phone Charges _____
 Cell Phone _____
 Education _____
 Publications _____
 Postage _____
 Sales & Promotions _____
 Wages Paid _____
 Other _____
 Other _____
 Other _____

Insurance

Business Liability _____
 Health _____
 Workers Comp. _____
 Employee _____
 Other _____

Interest

Building _____
 Credit Card (business) _____
 Other _____

Rent or Lease Payments

Equipment _____
 Storage _____
 Building _____
 Other _____

Travel

Hotels _____
 Airfare _____
 # of Overnight Stays for Business _____
 Taxi _____
 Car Rental _____
 Other _____

Taxes & License

Business _____
 Property _____
 Trade License _____
 Other _____

Equipment Purchased

Date	Amount	Description	New or Used?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Office In Home

Mortgage Interest _____
 Property Taxes _____
 Home Insurance _____
 Heat _____
 Electric _____
 Water/Sewer _____
 Cable/Dish _____
 Internet _____
 Additional Line _____
 Telephone (Long Distance Only) _____
 Other _____

Square Footage of Home _____
 Square Footage of Office _____
 Date first used as office _____

Office In Separate Location

Internet _____
 Electric _____
 Water _____
 Heat _____
 Telephone _____
 Other _____

Inventory

Beginning Inventory _____
 Goods / Materials Purchased _____
 Ending Inventory _____

Vehicle

Standard Mileage Method

Business Miles _____
 Interest _____
 Parking _____
 Tolls _____
 Car Washes _____

Actual Expense Method

Fuel _____
 Insurance _____
 Repairs _____
 Lease Payments _____
 Plates _____

RENTAL PROPERTY

Address: _____

Rent Income

Expenses

Advertising _____
Printing _____
Legal & Professional Fees _____
Office Expenses _____
Repairs & Maintenance _____
Supplies _____
Lawn Care _____
Utilities _____
Trash Removal _____
Pest Control _____
Painting _____
Management Fees _____
Other _____
Other _____

Insurance

Property Insurance _____
Liability Insurance _____
Other _____

Interest

Mortgage Interest _____
Credit Card (business) _____
Other _____

Travel

Hotels _____
Airfare _____
of Overnight Stays for Business _____
Car Rental _____
Other _____

Taxes & License

Property _____
Other _____

Office In Home

Mortgage Interest _____
Property Taxes _____
Home Insurance _____
Heat _____
Electric _____
Water/Sewer _____
Cable/Dish _____
Internet _____
Additional Line _____
Telephone (Long Distance Only) _____
Other _____

Square Footage of Home _____
Square Footage of Office _____
Date first used as office _____

Office In Separate Location

Internet _____
Electric _____
Water _____
Heat _____
Telephone _____
Other _____

Vehicle

Standard Mileage Method

Business Miles _____
Interest _____

Actual Expense Method

Fuel _____
Insurance _____
Repairs _____
Lease Payments _____
Plates _____

Large Purchases for Rentals (Appliances, Furniture, Improvements, ETC.)

Date

Amount

Description

New or Used?

FARM SCHEDULE F

Income

Crops _____
 Ag Payments _____
 Rental _____
 Other _____

Raised Livestock Sold _____
 Purchased Livestock Sold _____
 Purchase Price of Livestock _____

Expenses

Chemicals _____
 Fertilizers _____
 Seed _____
 Feed _____
 Legal & Professional Fees _____
 Vet Expenses _____
 Repairs & Maintenance _____
 Custom Hire Expenses _____
 Long Distance Phone Charges _____
 Cell Phone _____
 Education _____
 Publications _____
 Postage _____
 Storage _____
 Wages Paid _____
 Equipment Rent _____
 Land Rent _____
 Sub Contract Labor _____
 Breeding Fees _____
 Fencing _____
 Small Tools _____
 Other _____
 Other _____
 Other _____

Office In Home

Mortgage Interest _____
 Property Taxes _____
 Home Insurance _____
 Heat _____
 Electric _____
 Water/Sewer _____
 Cable/Dish _____
 Internet _____
 Additional Line _____
 Telephone (Long Distance Only) _____
 Other _____

Square Footage of Home _____

Square Footage of Office _____

Date first used as office _____

Office In Separate Location

Internet _____
 Electric _____
 Water _____
 Heat _____
 Telephone _____
 Other _____

Insurance

Buildings Insurance _____
 Liability Insurance _____
 Crop Insurance _____
 Other _____

Vehicle

Standard Mileage Method

Business Miles _____
 Vehicle Interest _____
 Parking _____
 Tolls _____
 Car Washes _____

Actual Expense Method

Fuel _____
 Insurance _____
 Repairs _____
 Lease Payments _____
 Plates _____

Interest

Mortgage Interest _____
 Credit Card (business) _____
 Equipment/Machinery Interest _____
 Other _____

Travel

Hotels _____
 Airfare _____
 # of Overnight Stays for Business _____
 Car Rental _____
 Other _____

Taxes & License

Property Taxes _____
 Plates _____
 Other _____

Equipment Purchased

Date	Amount	Description	New or Used?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____