

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

The 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 _____

Insurance

Buildings Insurance _____
Liability Insurance _____
Crop Insurance _____
Other _____

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?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 _____
Vehicle Interest _____
Parking _____
Tolls _____
Car Washes _____

Actual Expense Method

Fuel _____
Insurance _____
Repairs _____
Lease Payments _____
Plates _____