

Tax Preparation Checklist

Colleen Weber CPA, LLC

- NEW CLIENTS: Previous year tax return

Personal Income:

- Form W-2 earnings statements from all employers for this year
- Form 1099-misc for self-employed
- Form 1099-R pensions, SSA-1099
- Form 1099-INT for interest income
- Amount of alimony received, Payor SSN
- Gift in excess of \$13,000 information
- Form 1099-G Unemployment compensation
- K-1 Partnership, S Corp, trust income
- W-2G - Gambling and lottery winnings, prizes, awards
- Scholarships and fellowships

Investment, Stock, Dividends and Bonds:

- Form 1099-B broker/mutual fund statement
- Form 1099-DIV, Stock dividend statements
- Savings Bonds redemption information
- Form 1099-R, IRA or Roth IRA contributions, withdrawal or rollover information

Homeowner Deductions:

- Form 1098: mortgage interest and points, any home equity loan(s) for all residences
- Real estate taxes paid on all residences
- Form 1099-S proceeds from sale of home
- Closing / settlement statement from sale of your home, purchase of new home or refinance
- Records of moving costs and employer reimbursement reports
- County Statement of Property Taxes Payable
- Household qualifying energy expenses

Medical expenses

- Unreimbursed health-care expenses (if total is expected to exceed 7.5% of AGI)
- Health insurance premiums for self-employed, S- Corp shareholder or partner
- Form 1099-HSA Contribution or distributions from Health Savings Accounts
- Long-term Health Care Insurance Premiums

Charitable Deductions:

- List of cash donations: name of organization and amount
- Non-cash items: date, organization name and address, and fair market value of items
- Number of miles driven for charity or volunteer activities

Deductions Related to Children:

- Social security numbers and birth dates of any new children
- Documentation of child care costs including name, address and SSN of provider, amount paid per child
- 1098-T – Tuition, Summary of tuition, books, student loan interest, and other expenses paid for qualified education expenses for each dependent, yourself and/or spouse
- K-12 Education expenses for children (tuition, tutor fees, books, musical instruments, computers, software, academic summer camp)
- Adoption expenses, employer reimbursement
- 1099-T, Contribution OR withdrawal to/from education IRA, Coverdell education savings account, state 529 plan

Other Deductions:

- Vehicle registrations taxes paid
- Sales tax paid on new vehicle purchase
- Unreimbursed job-related expenses (travel, uniforms, union dues, subscriptions, etc.) – IF over 2% of income
- Alimony paid, name and SSN of recipient
- Tax return fees, investment fees, safe deposit box fees
- Educators: unreimbursed classroom expenses
- Hybrid Vehicle purchase statement

Tax Payments (quarterly estimated):

- Records of State and Federal estimated tax payments, list of amounts and dates paid

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