The Tax Shelter
PROFESSIONAL TAX ACCOUNTANTS

The Tax Shelter
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TAX PREPARATION CHECKLIST

❑ Prior year tax return (new clients only)

Income Information:

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

❑ Stock Sale Information/Capital Gains (Forms 1099-B)
❑ Pension Distributions (Form 1099-R)
❑ State / Local Refunds
❑ Gambling Income (Forms W-2G)
❑ Tip Income
❑ Scholarships (Forms1098-T)
❑ Education Savings Account Withdrawal (Form 1099_Q)

Deduction Information:

❑ IRA Contributions
❑ SEP, Simple, Keogh Plans
❑ Student Loan Interest (Form 1098-E)
❑ Alimony Paid
  ❑ Recipient Name and SS #
❑ Mortgage Interest (Form 1098)
❑ Investment Interest
❑ Cash and Noncash Charitable Contributions

❑ Medical Expenses
  ❑ Health Insurance
  ❑ Out of Pocket Medical Expense
  ❑ Form 1095-A
  ❑ Healthcare Market Place Exemption
❑ Other Taxes (including sales tax paid on the purchase of auto, boats and RVs for personal use)

Credit and Payment Infomation:

❑ Child Care Expenses
  ❑ Provide name, address, SS# or EIN, and amount paid for each child
❑ Estimated tax payments (dates and amounts paid)

❑ Tuition Statements (Form 1098-T) & Education Expenses
❑ Energy or vehicle tax credit information