

# **Striblin & Associates Accounting and Tax Services**

## **Tax Prep Check List**

### **Personal Data**

- Social Security numbers (including spouse and / or other dependents)
- Childcare providers: Name, address and Tax ID or Social Security number
- Employment and Income
- W2 forms for filing year
- Unemployment compensation: Form 1099-G
- Misc. income including rent received: Form 1099-MISC
- Partnership, S Corporation and Trust income: Schedule K-1
- Pensions and Annuities: Form 1099-R
- Social Security Benefits: Form SSA-1099
- Railroad Retirement Benefits: Form RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- State and local income tax refunds: Form 1099-G
- Interest income statements: Form 1099-INT and 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from stock transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

### **Homeowner / Renter**

- Residential address (es)
- Mortgage interest paid: Form 1098
- Sale of home or other real estate: Form 1099-S plus all records related to improvements or other expenses that may affect taxes
- Second Mortgage interest paid
- Home Equity Line/Loan interest paid
- Real Estate taxes paid
- Moving expenses if related to work
- Self-employed (SE) information
- Business income: Form 1099-MISC and/or own records (copies of invoices, checks received, merchant card processing statements etc.)
- Partnership SE income: Schedule K-1

- Business related expenses: Receipts, invoices, bank records and other documents
- Farm related expenses: Receipts, invoices, bank records and other documents
- Employment taxes and other business taxes paid: Payment records
- Retirement contributions: SEP IRA

## **Expenses**

- Gifts to charity including records for all cash donations
- Unreimbursed expenses related to your job (e.g. uniforms, union dues, travel expenses and subscriptions)
- Unreimbursed expenses related to volunteer work
- Job seeking expenses
- Continuing education (job-related)
- Investment expenses
- Medical savings accounts
- Adoption and/or childcare expenses
- Alimony paid: Social Security number
- Tax return preparation fees and expenses
- IRA/Keogh/401K and other retirement plan contributions
- Medical expenses: full documentation is required
- Casualty or theft loss: full records are required
- Student loan interest paid
- Auto loans and leases if the car is used for business (you will need to prove usage)
- Early withdrawal penalties on CDs and other time deposits