

Assurance Tax Preparation Checklist

PERSONAL INFORMATION

- Name, Address, Social Security Number, Date of Birth
- Spouse Information (same as above)

DEPENDENT(S) INFORMATION

- Name of dependent(s), Social Security Number(s), Date of Birth(s)

SOURCES OF INCOME

Employed

- Forms W-2

Unemployment

- State tax refund (1099-G)

Self-Employed

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099's
- Records of all expenses-check registers, credit card statements and receipts
- Business use asset information (cost, date placed in service etc.) for depreciation
- Office in home information
- Farming Income
- Record of estimated tax payments made (Form 1040ES)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service etc.) for depreciation
- Record of estimated tax payments made (Form 1040ES)

Retirement Income

- IRA/Pension/Annuity income (1099-R)
- Traditional IRA basis (amounts you contributed to the IRA that were already taxed)
- Social Security/RRB income (1099-SSA, RRB-1099)

Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

- Jury duty records
- Gambling winnings
- Scholarships
- Hobby income and expenses
- Prizes and Awards
- Trusts
- Royalty Income 1099 Misc.
- Any other 1099s received
- Record of alimony paid or received with ex-spouse's name and ssn

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TYPES OF DEDUCTIONS

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
- All other 1098 series forms

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash Charitable donations
- Amounts of miles driven for charitable or medical purposes

Medical Expenses

- Amounts paid for healthcare to doctors, dentists, hospitals

Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and or 1095-C if you had insurance coverage through any other source (employer, insurance company, Medicare, Medicaid, LACHIP, TRICARE, VA etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace Exchange

Child Care Expenses

- Fees paid to day care center for care of an infant or preschooler
- Wages paid to babysitter

Educational Expenses

- Forms 1098-T from educational institutions, receipts that itemize qualified educational expenses, Form 1098-E if you paid student loan interest
- Records of any scholarships or fellowships you received

Job Expenses

- Employment related vehicle expenses (tolls, mileage, gas, maintenance, parking)
- Employment -related expenses (uniforms, cleaning, travel, tools, dues, costs)
- Moving expenses not reimbursed by employer

State & Local Taxes

- Amount of state/local income tax paid
- Invoice showing amount of vehicle sales tax paid

Federally Declared Disaster

- City/parish you lived/worked/had property in
- Records to support property losses (appraisal, cleanup costs etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information

ADDITIONAL INFORMATION

- Foreign Bank Account Information
- Prior Year Tax Refund Amount
- Previous Tax Preparation Fee
- Copies of Previous Tax Return Documents