

Tax Preparation Checklist

Use this checklist to make sure you have all the necessary documents you need to file your tax return.

General

- Bank account & routing number for refunds/payments _____
- Bank statements _____
- Credit card statements _____
- Investment statements _____
- Social Security Numbers for you & family members _____
- Copies of last year's returns _____
- _____
- _____

Income

- W2 for employment income _____
- 1099 for misc income- employment, investments, winnings _____
- Sale of property or home _____
- Unemployment income _____
- Alimony received _____
- Rental property information _____
- _____
- _____

Adjustments/Credits

- 1098 for interest paid on loans _____
- Mortgage interest _____
- Student loan interest _____
- Tuition _____
- Job expenses _____
- Casualties/theft/losses _____
- Alimony paid _____
- _____

Paid Taxes

- Property taxes _____
- State taxes _____
- Local taxes _____
- Vehicle registrations/licenses _____
- _____
- _____
- _____
- _____

Retirement

- IRA/401/retirement contributions _____
- Account information for retirement plans _____
- _____
- _____
- _____
- _____
- _____
- _____

Medical

- Medical expenses _____
- Dental expenses _____
- _____
- _____
- _____
- _____
- _____
- _____

Charitable

- Donation records _____
- Charitable gifts/receipts/acknowledgments _____
- Volunteer expenses – receipts and mileage _____
- Tithes _____
- _____
- _____
- _____
- _____

Miscellaneous/Extras

- Dependent care expenses (child or adult) _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____