

INCOME TAX CHECKLIST

Taxpayer's name	SSN	
Spouse's name	SSN	
Taxpayer's occupation	Birthdate	Blind?
Spouse's occupation	Birthdate	Blind?
Address		
Phone		

DEPENDENTS

Name	SSN	Birthdate	Relationship
1)			
2)			
3)			
4)			

Income	Support by you	Support by others	Months in your home
1) \$	\$	\$	
2) \$	\$	\$	
3) \$	\$	\$	
4) \$	\$	\$	

NOTE: You must provide a social security number for all dependents.

PAPERWORK TO BRING

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> W-2s | <input type="checkbox"/> 1099-INTs | <input type="checkbox"/> 1099-DIVs | <input type="checkbox"/> Other 1099s |
| <input type="checkbox"/> K-1s | <input type="checkbox"/> Tax forms with labels | <input type="checkbox"/> Property tax bill | <input type="checkbox"/> Last year's tax return |
| <input type="checkbox"/> Health insurance coverage information | | | |

INCOME

INTEREST INCOME (if not on 1099-INT)			DIVIDEND INCOME (if not on 1099-DIV)		
T/S/J	Payer	Amount	T/S/J	Payer	Amount

OTHER INCOME

SALE OF STOCK OR OTHER PROPERTY	Cost	Sales Price

Please bring supporting documents (Form 1099-Bs and statements)

- If you have a business or rental property, please attach an income/loss statement and supporting documents.
- If you borrow money and the debt is canceled or forgiven, please include Form 1099-A and/or 1099-C.

If you have other income, please bring all figures and supporting data. Examples:

- | | |
|---------------------------------|-------|
| Tips | _____ |
| Pensions / annuities | _____ |
| Jury duty | _____ |
| Unemployment (1099-G) | _____ |
| Alimony received* | _____ |
| Prizes (1099-MISC) | _____ |
| Self-employment | _____ |
| Partnerships and S corporations | _____ |
| Estates & trusts | _____ |
| Social security benefits | _____ |
| Scholarships & fellowships | _____ |
| Tax refunds | _____ |
| Royalties | _____ |
| Nontaxable income | _____ |
| Gambling | _____ |
| Hobby Income | _____ |
| Other _____ | _____ |

* Not taxable for divorces commencing after 12/31/18

DEDUCTIONS AND CREDIT ITEMS

RETIREMENT

Payments to a traditional IRA
 Taxpayer Date _____
 Spouse Date _____
 Payments to a Roth IRA
 Taxpayer Date _____
 Spouse Date _____
 Penalty for early withdrawal _____
 Alimony pd. (can't deduct for divorces commencing after 12.31.18) _____
 Self-employed health insurance _____
 Keogh, SEP & SIMPLE contributions _____

INTEREST EXPENSE

Home mortgage (1098) _____
 Home mortgage – pd. to individuals _____
 (Include name and SSN of individuals) _____

 Investment interest** _____
 Interest pd. on student loans (1098-E) _____

MEDICAL EXPENSES

Medical Savings Account (MSA) contributions _____
 Health Savings Account (HSA) contributions _____
 Insurance & Medicare premiums _____
 Prescriptions _____
 Eyeglasses _____
 Doctors _____
 Dentists _____
 Hospital _____
 Ambulance _____
 Medical auto mileage _____
 Other medical travel expenses _____
 Hearing aids & batteries _____
 Other medical expenses _____
 Reimbursements _____

CONTRIBUTIONS

Church _____
 Other cash contributions _____
 Charitable auto mileage _____
 Property donated for which you have
 receipts (fair market value) _____

TAXES

Real estate tax _____
 Personal property tax* _____
 City / county tax* _____
 Sales tax _____
 Other* _____
 Estimated Taxes State Federal
 Date pd. _____ _____
 Date pd. _____ _____
 Date pd. _____ _____
 Date pd. _____ _____

CASUALTY & THEFT LOSSES

The following expenses may only be claimed in a
 presidentially declared disaster area.
 Cost of property lost _____
 Fair market value of property _____
 Insurance reimbursement received _____

JOB-RELATED MOVING EXPENSES

Only active military personnel may claim the following
 deductions.
 Travel & lodging _____
 Moving household goods _____
 Total moving miles _____

CHILD CARE EXPENSES – Bring list of monthly totals

Provider's name	Address	ID# of provider(s)	Amount pd.

EDUCATION CREDITS (1098-T)

Name of institution	Tuition pd.	Who attended	When classes began

LOANS: If you borrowed money during the year, bring a list showing the amounts, dates and use of proceeds.

* Taxpayers who itemize can deduct their state individual income, sales and property taxes up to a limit of \$10,000 in total.
 ** For taxpayers who itemize, your investment interest expense deduction is limited to your net investment income.