

Tax Checklist!

INCOME & PERSONAL:

- New Client - Tax Returns for 3 Prior Years
- Dependents Social Security # Exact Name & Number(s)
- Amount of Child Care Paid Who Paid, Their Address, ID# of Business or Social Security #
- W2s / 1099s
- Tips Earned: Tip Log Added Up
- Interest Earned
- Dividends Earned
- IRA Withdrawal / Contributions
- Pension / Annuity Distribution
- New Home Purchase Papers
- Home / Real Estate Sale Papers
 - Tax Return from Year Prior Sale
 - Original Cost Papers
 - List of Improvements & Cost
 - New Home Purchase Papers
- Stock Sale Papers
 - Original Cost Papers
- Business Income – Year's Total
 - Expenses by Category
 - # of Miles Driven
 - Medical Insurance
- Rental: Annual Income by Property
 - Annual Expenses by Property
 - Annual Expenses by Category
 - # of Miles Driven by Property
- K-1 Income
 - Partnerships / S Corporations
 - Estates / Trusts
- Unemployment Amount Received
- Social Security – RR Amount
- Gambling Winning / Losses
 - Gambling Log Book / Calendar
- Alimony Paid / Received
 - Ex-Spouse's Social Security #
- Major Theft / Accident / Casualty
 - Original Property Cost
 - Property Value at the Time
 - Property Value Afterwards
 - Photos
 - Police / Insurance Reports
- Bad Debts

EMPLOYEE EXPENSES:

- Moving
 - Lodging
 - Air, Train, Bus
 - Rental Hitch/Trailer/Truck & Gas
 - Moving Van, Boxes, Tips
- Business Entertainment & Gifts
- Meals/Lodging Out-of-Town for: Job Seeking, Business / Education
- Vehicle Business Use (not commuting)
 - Cost & Date Purchased
 - Total Job Seeking Miles
 - Total Business/Education Miles
 - Total Miles Driven this Year
 - All Vehicle Related Expenses By Category, by Vehicle

MISCELLANEOUS:

- IRA / Collection Fees
- Union / Professional Dues
- Job Related Education / Books / Subscriptions
- Work Tools / Supplies
- Uniforms & Cleaning Costs
- Resumes / Employment Agency
- Licenses / Permits
- Health & Sheriff 's Card(s)
- Malpractice Insurance Cost
- Phone
 - Beeper/Pager/Cellular Phone
 - Phone Extras (Caller I.D.)
 - Pay Phone / Long Distance
 - Home Phone if 2nd Phone Line
- Job Seeking / Investment
 - Meals
 - Airfare / Car Rental / Lodging

TAX:

- Personal Property Tax (Boat / Motorcycle / Mobile Home)
- Privilege Tax-SP Priv/Code #99 amount (on vehicle reg card)
- Real Estate Tax Paid
- State / Local Income Tax Paid
- State Income Tax Refund

MEDICAL:

- # Medical Miles: Physical Therapy / Hospital / Doctors / Pharmacy
- Medical Insurance, Contact Lens, School, Cancer, etc.
- Insurance Reimbursement Amount
- Prescribed Medicines / Insulin
- Cost of Equipment / Maintenance
- Doctors / Dentists / Hospitals / Labs
- Chiropractors / Acupuncturists
- Glasses / Hearing Aids

INTEREST:

- Mortgage Interest (1st, 2nd, 3rd)
 - Home Equity Loan Interest
- Escrow Settlement Papers in the Year of Purchase
- Investment Related Loans
- Interest Paid to Buy Property
- Margin Interest Paid
- Business Loans

CHARITY: Need Letter of Receipt from Charity for Each Donation of 250+

- Volunteer Work – Miles Driven
 - Out-of-Pocket Expenses
 - Uniforms & Cleaning Costs
 - Meals/Lodging Out-of-Town
- Church/Tithing/Temple Dues
- Cancer/Heart/Lung/Kidney/Vets/Diabetes/Arthritis/Indian Missions
- Scouts / X-A-Thon
- United Way/Go Fund/ Public TV/ Radio
 - Combined Federal Campaign
- Jerry Lewis/7-11/Firemen w/ Boot
- Can Goods / Toys for Tots
- Donated Toys/Clothes/Furniture
 - Date Donated
 - Organization Name
 - List of Items
 - Original Cost of Donated Items
 - Value When Donated (Thrift Store / Garage Sale Value)