Printable Tax Documentation Checklist

**General Taxable Income**

\_\_\_ W-2 Form(s) for Wages, Salaries, and Tips
\_\_\_ Dividend Income Statements: Form 1099-DIV
\_\_\_ Interest Income Statements: Form 1099-INT & 1099-OID
\_\_\_ Miscellaneous Income: Form 1099-MISC
\_\_\_ Sales of Real Estate: Form 1099-S
\_\_\_ Sales of Stock, Land, etc.: Form 1099-B
\_\_\_ State Tax Refunds: Form 1099-G
\_\_\_ Unemployment Compensation Received
\_\_\_ Gambling Winnings
\_\_\_ Alimony Received or Paid

**Retirement Income**
\_\_\_ Railroad Retirement & Social Security Income: Form SSA-1099
\_\_\_ Retirement Income: Form 1099-R

**Business Income**
\_\_\_ Business Income and Expenses
\_\_\_ Farm Income and Expenses
\_\_\_ Form K-1 Income from Partnerships, Trusts, and S-Corporations
\_\_\_ Rental Income and Expenses
\_\_\_ Tax Deductible Miles Traveled for Business Purposes

**Tax Credits Checklist**
\_\_\_ Adoption Expense Information
\_\_\_ Child Care Provider Address, I.D. Number and Amounts Paid
\_\_\_ First Time Home Buyer Tax Credit
\_\_\_ Foreign Taxes paid

**Expense and Tax Deduction Checklist**
\_\_\_ Amount Paid to Professional Preparer Last Year
\_\_\_ Casualty and Theft Losses
\_\_\_ Charitable Cash Contributions
\_\_\_ Doctor and Dentist Payments
\_\_\_ Fair Market Value of Non-cash Contributions to Charities
\_\_\_ Home Mortgage Interest from Form 1098
\_\_\_ Home Second Mortgage Interest Paid
\_\_\_ Hospital and Nurse Payments
\_\_\_ Investment Expenses
\_\_\_ IRA Contributions
\_\_\_ Job-hunting Expenses
\_\_\_ Last Year's Tax Preparation Fee
\_\_\_ Medical Expenses for the Family
\_\_\_ Medical Insurance Paid
\_\_\_ Miles Traveled for Volunteer Purposes
\_\_\_ Miles Traveled for Medical Purposes
\_\_\_ Miles Traveled Related to Your Job
\_\_\_ Moving Expenses
\_\_\_ Personal Property Taxes Paid
\_\_\_ Prescription Medicines and Drugs
\_\_\_ Real Estate Taxes Paid
\_\_\_ State Taxes Paid with Last Year's Return (if itemized)
\_\_\_ Student Loan Interest Paid
\_\_\_ Tax Deductible Unreimbursed Expenses Related to Your Job
\_\_\_ Union and Professional Dues
\_\_\_ Unreimbursed Expenses Related to Volunteer Work

**Tax Estimate Payments Checklist**
\_\_\_ Estimated Tax Payments Made with ES Vouchers
\_\_\_ Last Year's Tax Return Overpayment Applied to This Year
\_\_\_ Off Highway Fuel Taxes Paid

**General Information**
\_\_\_ Bank Account Number (BAN) (For direct deposit/debit purposes)
\_\_\_ Child Care Expenses for Each Dependent
\_\_\_ **Copy of Last Year's Tax Return**
\_\_\_ Dependents' Names, Years of Birth, and Social Security Numbers
\_\_\_ Dependents' Post High School Educational Expenses
\_\_\_ Educational Expenses for You and Your Spouse
\_\_\_ Prior Year Adjusted Gross Income (AGI) & Personal Identification
\_\_\_ Routing Transmit Number (RTN) (For direct deposit/debit)
\_\_\_ Social Security Numbers for You and Your Spouse