



## PERSONAL INFORMATION

- Legal Information:** You will need the full legal names, dates of birth, and social security numbers or tax ID numbers for yourself, your spouse, and your dependents
- Last Year's Tax Return**
- Direct Deposit Information:** If you want to deposit your refund into your bank account

## INCOME

- Personal Income Statements:** You will need a W-2 for each job held during the tax year by you, your spouse, and any dependents. If you are self-employed, you will need all your Business/Farm/Rental income and expenses as well as all Forms 1099-MISC you might have received during the year. *For help gathering this information, please refer to our Small Business/Farm Tax Preparation Checklist.*
- Investment or Interest Income Statements:** These include Forms 1099-INT, 1099-OID, and 1099-B as well as schedule K-1. For Investments, you will need sale date, sales price cost, date of purchase.
- Pension/IRA/Annuity Income:** Form 1099-R

## **INCOME** (Cont.)

- Social Security/RRB Income:**  
Forms SSA-1099 and RRB-1099
- Income From the Sale of a Home or Property:**  
Form 1099-S and Closing Statement (HUD)
- Unemployment Compensation & State Tax Refunds:** Form 1099-G
- HSA and Long-Term Care Reimbursements:**  
Forms 1099-SA and 1099-LTC
- Trust and Estate Beneficiary Earnings:**  
Form 1041
- Other Income:** This includes but is not limited to alimony received, jury duty pay, gambling and lottery winnings, rental property income, and cancellation of debt (Form 1099-C).

## **DEDUCTIONS**

- Homeowner Expenses:** These include but are not limited to mortgage interest statements (Form 1098), real estate property tax payment receipts, personal property tax receipts (vehicle, boat, motorcycle), premiums for qualified mortgage insurance, energy efficient upgrade receipts (Form 5695), and qualified moving expense receipts. (Moves must be work-related and more than 50 miles.)
- Education Expenses:** These include but are not limited to tuition statements and itemized receipts of qualified educational expenses (Form 1098-T) and student loan interest statements (Form 1098-E).
- IRA Contributions:** Form 5498

# DEDUCTIONS (Cont.)

- Charitable Contributions:** You will need a detailed list of donations (Church, United Way, Non-Cash-Goodwill, Volunteer Expenses), and you must have receipts for contributions over \$250 and a Form 1023 for vehicle donations.
- Self-Employment Expenses:** Records of business/home office expenses, assets, pension plan contributions, health insurance payments, and estimated tax payment receipts (state and federal) made this year.
- Child and Dependent Care Expenses:** You will need the name, address and tax ID or Social Security number of the provider.
- Health Care Expenses:** Gather all records of medical and dental costs. (EX: Medical insurance premiums paid by you, Medicare Supplements, Prescriptions/Medical Co-pays, Glasses/Contacts, Hearing Aids/batteries, Doctor/Dental/Orthodontist/Nursing Care/Hospital)
- Alimony Expenses:** You will need to provide your spouse's full name and Social Security number
- Job Hunting and Job Related Educational Expenses**
- Unreimbursed Employee Expenses:** (Ex: Tools/Equipment, Uniforms/Safety Glasses, Dues – Union and Professional, Utilities –required cell phone or internet, Travel & Entertainment
- Health Savings Account Contributions:**  
Form 5698-SA
- Investment Related Expenses:**  
Investment Interest and IRA Custodial Fees

*\*\*This list is only provided as a framework to help you gather information for your tax provider. It may or may not be complete as it pertains to your specific tax situation. This list is not intended to provide tax advice. Please consult with your tax preparer.*