



Barbara D. Penhall
Certified Public Accountant

TAX PREPARATION CHECKLIST

1. PERSONAL INFORMATION

- Copy of last year's return
- Social Security numbers and dates of birth for you, your spouse and dependents

2. INCOME DOCUMENTS

- W-2 Forms
- 1099-INT, -DIV, -B, or K-1's for investment or interest income
- 1099-MISC forms (for any independent contract work)
- SSA-1099 for Social Security benefits received
- 1099-C forms for cancellation of debt
- 1099-G forms for unemployment income or state or local tax refunds
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- 1099-S forms for income from sale or property
- Information on stock sales or trades
- Rental property income and expenses
- Alimony received
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, etc.

2. OTHER REQUIRED DOCUMENTS AND INFORMATION

- Child care costs: provider's name, address, social security number or EIN, and amount paid for each child
- Receipts from contributions, including non-cash donations' fair market value
- Medical & Dental expense records (check with Barbara first to make sure you are eligible for this deduction)
- Mortgage Interest statements (Form 1098s)
- Real Estate Taxes paid
- Form 1098-E for student loan interest paid
- Form 1098-T for tuition paid
- Any income tax payments or estimated tax payments you have already made for the current year

3. SELF EMPLOYED/SMALL BUSINESS OWNER INFORMATION WE WILL NEED

- If you have your office in your home, Square footage of office/storage space and total square footage of home
- If you have your office in your home, total utilities, insurance, yard work, home security and repairs expenses
- Quickbook files
- Income and Expenses breakdown (if it is not already recorded in a Quickbooks file)
- Personal vehicle use: total vehicle mileage for the year and business mileage usage for each vehicle
- Personal vehicle use: Description of vehicle, original cost, date purchased and interest paid on vehicle loan
- Personal vehicle use: If you have it, actual vehicle expenses such as gas, repairs, insurance, etc.
- If you use equipment for both business & personal use, percentage of time used for business.