

## 2017 TAX PREP CHECKLIST

### PERSONAL INFORMATION

- Your Social Security or Tax ID Number
- Date of birth
- Your Spouse's full name, Social Security or Tax ID Number and date of birth
- Copies of last year's tax return for you and your spouse (if not in our file)
- Bank Account Number and Routing Number, if depositing your refund or paying taxes directly into your account
- Complete Address
- Copia de Drivers Licenses (Se aplicavel)

### DEPENDENT (S) INFORMATION

- Name, date of birth and social security or Tax ID Number
- Childcare records (including the provider's tax ID Number) if applicable
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

### SOURCES OF INCOME

#### **Employed**

- Form W-2

#### **Unemployed**

- Unemployment, state tax refund (Form 1099-G)

#### **Self-Employed**

- Form 1099-Misc and income records to verify amounts not reported on 1099s
- Schedule K-1
- Records of all expenses - check registers or credit card statements, and excel spreadsheet
- Business-use asset information (cost, date placed in service, etc) for depreciation
- Office in home information, if applicable
- Record of estimated tax made (Form 1040ES)

#### **Rental Income**

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc) for depreciation HUD
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#### **Retirement Income**

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis
- Social Security/RRB income (Form 1099-SSA, RRB-1099)

#### **Savings & Investments or Dividends**

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)  
Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)  
Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments

#### **Other Income & Losses**

- Gambling Income (W-2G)
- Royalty Income 1099-Misc
- Trusts
- Record of alimony paid/received with ex-spouse's name and SSN

### TYPES OF DEDUCTIONS

#### **Home Ownership**

- Forms 1098 or other mortgage interest statements
- Real Estate and personal property tax records
- Receipts for energy-saving home improvements
- All other 1098 series Forms

#### **Charitable Donations**

- Cash amount donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations

#### **Medical Expenses**

- Amount paid for healthcare insurance and doctors, dentists, hospitals

#### **Health Insurance**

- Form 1095-A if enrolled in an insurance plan through the Marketplace 1095-B and/or 1095-C if you had insurance covered through any other source
- Marketplace exemption certificate (ECN) if you applied and received an exemption
- from the marketplace

**Child Expenses**

\_\_\_ Fees paid to a licensed day care center or family day care for care of an infant or preschooler

\_\_\_ Licensed Day Care FEIN & Address

\_\_\_ Wages paid to a baby-sitter

**Education Expenses**

\_\_\_ Forms 1098-T

\_\_\_ Receipts that itemize qualified educational expenses

\_\_\_ Records of any scholarships or fellowship you received

\_\_\_ Form 1098-E if you paid student loan interest

**Job Expenses**

\_\_\_ Employment related vehicle expenses (tolls, mileage, gas, maintenance license, property tax, interest expense, parking)

\_\_\_ Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)

\_\_\_ Record of moving expenses nor reimbursed by employer

**Retirement & Other Savings**

\_\_\_ Form 5498-SA showing HAS contributions

\_\_\_ Form 5498 showing IRA contributions

\_\_\_ All other 5498 series forms

**OTHERS**

\_\_\_ 1099-C forms for cancellation of debt

\_\_\_ 1099-S forms for income from sale of a property

\_\_\_ Bank Account outside U.S. If yes, please provide Account #, Bank Name, Amount that exceed \$10,000.