



2017 TAX PREP CHECKLIST

Use the tax checklist below to find the documents and forms you'll need to get started. Please Print and Bring it with you to your appointment.

PERSONAL INFORMATION

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number

DEPENDENT(S) INFORMATION

- Dates of birth and social security numbers or tax ID numbers
- 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

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099-G)

Self-Employed

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

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040ES)

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)

Social security/RRB income (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

Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

Gambling income (W-2G or records showing income, as well as expense records)

Jury duty records

Hobby income and expenses

Prizes and awards

Trusts

Royalty Income 1099 Misc.

Any other 1099s received

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 amounts donated to houses of worship, schools, other charitable organizations

Records of non-cash charitable donations

Amounts of miles driven for charitable or medical purposes

Medical Expenses

Amounts paid for healthcare insurance and to doctors, dentists, hospitals

Health Insurance

Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)

Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

Childcare Expenses

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

Wages paid to a baby-sitter.

Don't include expenses paid through a flexible spending account at work.

Educational Expenses

Forms 1098-T from educational institutions

Receipts that itemize qualified educational expenses

Records of any scholarships or fellowships you received, Form 1098-E if you paid

student loan interest

Job Expenses & Tax Prep Fees

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

Receipts for classroom expenses (for educators in grades K-12)

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

Job-hunting expenses

Record of moving expenses not reimbursed by employer

Amount paid for preparation of last year's tax return

State & Local Taxes or Sales Tax

Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid

Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

Form 5498-SA showing HSA contributions

Form 5498 showing IRA contributions

All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

City/county you lived/worked/had property in

Records to support property losses (appraisal, clean up costs, etc.)

Records of rebuilding/repair costs

Insurance reimbursements/claims to be paid

FEMA assistance information

Check FEMA site to see if my county has been declared a federal disaster area