Tracey S. Peters, CPA, LLC

Tax Preparation Checklist

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

Income Information

- ☐ Wages (Form W-2)
- ☐ Interest Income (Form 1099-INT)
- ☐ Foreign bank accounts, income +/or paid taxes
- ☐ Dividend Income (Form 1099-DIV)
- ☐ Stock Sale Information/Capital Gains (Form 1099-B)
  - ☐ Each stock sale: Date purchased, number of shares bought, amount paid
- ☐ Other Income
  - ☐ Alimony Received
  - ☐ Unemployment Compensation (Form 1099-G)
  - ☐ Social Security Benefits (Form 1099-SSA)
  - ☐ Disability Income
  - ☐ Jury Duty
  - ☐ Tip Income
  - ☐ Scholarships (Form 1098-T)
  - ☐ Education Savings Account Withdrawal (Form 1099-Q)
  - ☐ Bartering Income (Form 1099-B)
- ☐ Small Business (self-employed or independent contractor business owner)
  - ☐ Business Income (Form 1099-MISC plus items not on 1099-MISC)
  - ☐ Business Expenses (Provide list or use the ***Business Organizer***)
  - ☐ Vehicle Information
- ☐ Rental Property
  - ☐ Rental Income (Form 1099-MISC)
  - ☐ Related Expenses (Provide list or use the ***Rental Property Organizer***)
- ☐ Schedules K-1 from Partnerships, S Corps, Trusts
- ☐ Sale of Real Estate not qualifying for Personal Residence Exemption
  - ☐ Closing Statement – Sale of Property
  - ☐ Closing Statement – Purchase of Property
  - ☐ List of additions/improvements while you owned the property
  - ☐ Forgiveness of Debt income (Form 1099-C or 1099-A)
- ☐ Stock Sale Information/Capital Gains (Form 1099-B)
- ☐ Pension Distributions (Form 1099-R)
- ☐ State / Local Refunds
- ☐ Gambling Income (Form W-2G)

Deduction Information:

- ☐ IRA Contributions
- ☐ SEP, Simple, Keogh Plans
- ☐ Student Loan Interest (Form 1098-E)
- ☐ Alimony Paid
  - ☐ Recipient Name and SS #
- ☐ Moving Expense
- ☐ Medical Expenses
  - ☐ Health Insurance
  - ☐ Out of Pocket Medical Expenses
- ☐ Real Estate Taxes
- ☐ Other Taxes (including Sales tax paid on the purchase of autos, boats and RVs for personal use)
- ☐ Mortgage Interest (Form 1098)
- ☐ Investment Interest
- ☐ Cash and Noncash Charitable Contributions
- ☐ Casualty/Theft Loss
- ☐ Employees Business Expenses (Provide list or use the ***Business Organizer***)

Credit and Payment Information:

- ☐ Child Care Expenses
  - ☐ Provide name, address, SS# or EIN, and amount paid for each child
- ☐ Estimated tax payments (dates and amounts paid)
- ☐ Legal papers for adoption, divorce or separation involving custody of your dependant children
- ☐ Tuition Statements (Form 1098-T) & Education Expenses
- ☐ Copy of voided check (for direct deposit of refund information)
- ☐ Energy or vehicle tax credit information
- ☐ Closing statement for first-time or long-time homebuyers' credit