

1040 TAX PREPARATION CHECKLIST

1. Copy of last year's Federal and State tax returns
2. W-2's & birthday information of individuals and dependents
3. Record of other income (1099's)
 - interest and dividends from savings accounts, money markets, mutual funds, stocks, bonds, etc.
 - non-employee compensation
4. Federal and State booklets or post cards mailed to you for last tax year
5. Copy of the purchase and sale of stocks, bonds, and mutual funds for last tax year
6. Rental property income & expenses
7. Copies of all K-1's (partnership and S-corporation)
8. Pension or IRA distributions for past tax year
9. IRA contributions made in past tax year
10. Itemized deductions
 - medical expenses
 - real estate taxes
 - interest on residential mortgage
 - interest on other loans, separated
 - contributions--cash & non-cash
 - ECA payments
 - casualty losses
 - tax preparation fee for last years tax return
 - safety deposit box fee
 - employee business expenses, non-reimbursed travel, entertainment, meals, auto expense, etc.
11. Moving expenses & moving expense reimbursement documentation related to employment
12. Child Care Expenses. Please bring in the SSN or EIN of your daycare provider. IRS will not provide you the credit without it.
13. College related course work Form 1098's.
14. Documentation for federal and state estimated tax payments
15. Purchase and Sale of residence
 - closing papers from the purchase and sale of **old** residence
 - closing papers from the purchase of **new** residence
 - copy of the tax return showing the purchase of **old** residence