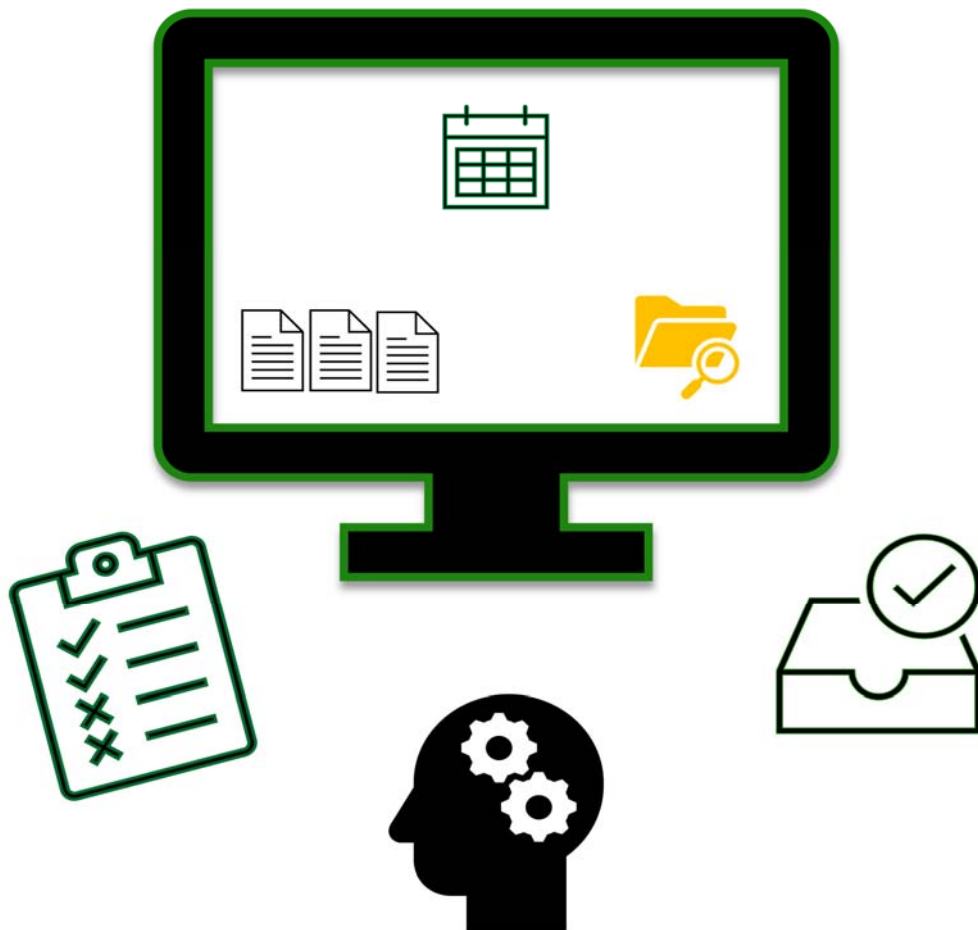




WHAT TO BRING TO YOUR TAX APPOINTMENT



Getting organized for your tax appointment saves you a ton of time!

The preparation is well worth the effort.

TAX PREPARATION CHECKLIST



What to Bring to Your Tax Appointment

If it's just after tax season, this list will help you know what documents and transactions you should keep an eye on during the year and set aside.

If your tax appointment is coming up, this list is a great resource to help you track down all your documents.

With all the tax code changes each year, filing your taxes on your own is not for the faint of heart. That's especially true THIS year. Even with the benefit of nice-looking software which claims to make it easy for you.

But that's what Tax Time CPAs is here for.

You'll find common forms and documents you may need during the tax preparation process in the following pages.

Not all of them will apply to you – probably *most* will not.

However, this list is a useful **tax preparation checklist**. Feel free to print it out and keep a copy in your filing cabinet.

Before you get overwhelmed: *yes, this is a long list*. **But** it's meant to jog your memory and cover the most common items we encounter for about 95% of our clients. This list will help ensure we're able to help you claim every deduction and credit available to you under our current tax code.



Tax Preparation Checklist

All information is for the current tax year unless otherwise indicated.

Personal Data

- Verification of Address
- Taxpayer, Spouse, and Dependents:
 - Social Security Number (SSN)
 - Date of Birth (DOB)
 - Dependents – number of months lived with taxpayer
- Childcare provider tax ID number or SSN & address

Income

Employment & Income Data

- Form W-2: Wages from Employers
- Form 1099-NEC: Nonemployee Compensation (contractors)
- Form 1099-MISC: Miscellaneous Income including rent
- Form 1099-G: Tax refund and/or unemployment compensation
- Form 1099-R: Distributions from pensions, annuities, retirement, IRAs, etc
- Form SSA-1099: Social Security Income
- Form K-1: Share of Income and Deduction from Partnerships, S-Corps, or Trusts
- Form W-2G: Gambling and/or lottery winnings
- Alimony received (including payer's SSN) if divorce finalized prior to 1/1/2019
- Scholarships and fellowships
- Jury duty pay
- Form 3922: Transfer of stock options exercised

Financial Asset Income / Loss

- Form 1099-INT / 1099-OID: Interest income
- Form 1099-DIV: Dividend Income
- Form 1099-B: Proceeds from broker transactions
- Form 1099-S / Settlement Statements: sales/purchases of real estate
- Sales of assets: Capital gains/losses

Health Insurance Information

- All Form 1095 Forms (A, B, or C)
- Records of credits or advance payments received from the Premium Tax Credit

Self-Employment Data

- Income and Loss statement (also called Profit & Loss)
- Self-employed contributions to retirement plans (SEP, SIMPLE, i401k)
- Self-employed health insurance (do not include COBRA)
- Documentation of expenses (ie, General Ledger or QuickBooks)
- Auto detail if used for business:
 - Mileage
 - Loans or Lease information.
 - Car Make, Model, and when placed in service.
- Farm Income and expenses
- Rental Income and expenses
 - Addresses for all rentals
 - Type of rental (single, multi-family, etc)
- Quarterly tax estimates paid – dates & amount



Deductions & Credits

Education & Childcare

- Adoption expenses
- Childcare expenses
- Form 1098-E: Student loan interest paid
- Form 1098-T: Tuition and fees education expenses
- Expenses paid by teachers out of pocket (educator expenses)

Home & Auto Expenses

- Form 1098: Mortgage interest paid
- Real estate taxes paid
- Rent paid
- Energy improvements
- Personal property tax paid
- Department of Motor Vehicle fee (if includes sales or property tax)
- Sales tax on purchases

Miscellaneous

- Medical Expenses
- State and local income taxes paid
- Donations to charity:
 - Cash – receipts for single donations over \$250
 - Non-cash – receipts for single donations over \$500
 - Unreimbursed mileage and expenses related to volunteer work.
- IRA, Keough, or other retirement contributions
- Form 1099-SA: Contributions to Medical Savings Accounts or Health Savings Accounts.
- Alimony paid (including payer's SSN) if divorce finalized prior to 1/1/2019
- Early withdrawal penalties on CD accounts
- Casualty or theft losses