



## Tax Preparation Checklist

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### Most People will need:

- Social security numbers and dates of birth for you, your spouse and anyone you are claiming as a dependent.
- Copies of last year's tax return for you and your spouse
- Bank routing number and account number for direct deposit of refunds.

### Income Information:

- W-2 from your jobs
- 1099-NEC – non-employee compensation for independent contractors
- 1099-C from any cancellation of debt (short sale, foreclosure, bankruptcy)
- 1099-G from unemployment or state tax refunds for last year
- 1099-MISC from rents, royalties, prizes or awards
- 1099-R for distributions or rollovers of retirement accounts (104(k), IRA)
- 1099-S from sale of your main home or other property
- 1099-INT from all bank accounts if they pay interest
- 1099-DIV/1099-B from investment accounts, stock sales
- K-1 from partnerships, S Corps, estates/trusts
- SSA-1099 from social security
- Total amount of Alimony received or paid
- P&L from any businesses/farming
- Rental Property total rents received/1099 from the property manager
- Payments received from any installment sales (you hold the mortgage) Name, address and SS# of the person paying you
- Income from jury duty, gambling winnings, medical savings accounts, scholarships, any other income
- Purchase or Sale of Crypto-Currency
- Supplemental checks

### Adjustments to Income Information:

- 1098-E from student loans
- 1095-A Health Insurance Marketplace Statement (if you have ACA/Obamacare)
- Amount of supplies purchased for teachers/educators
- Total contributions made to traditional IRA, ROTH IRA, other retirement accounts
- Receipts for energy-efficient home improvements (solar, windows, etc.)
- Payments of health insurance if self employed
- Moving expenses – Did you move to Texas from another state last year? Within Texas?

**Deductions and Credits:**

- Child care costs per child, name, Tax ID number, address and phone number of person or facility paid
- 1098-T from college/universities, total amount paid for higher education
- Adoption costs per child, name, SS# of child, legal, medical and transportation costs
- 1098 from mortgage company, PMI and points paid, Real estate taxes paid
- Investment interest expenses
- Charitable donation receipts, number of charitable miles driven
- Out of pocket medical premiums paid, co-pays, prescriptions, eye glasses, dental costs, number of medical miles driven
- Fire/Theft date of loss, amount of damage, insurance reimbursements, co-pays
- Union dues, unreimbursed employee expenses (uniforms, tools, continuing education, publications, travel)
- Cost of safe deposit box
- Home Office size, cost of utilities, total sq footage of home, office expenses
- State and local taxes paid
- Vehicle License Fee paid

**Other important information:**

- Estimated taxes paid
- Prior year refund amount if applied to this year
- Foreign bank account information and peak balance amount
- Capital improvements, repairs, maintenance on rental property
- Rent, insurance, supplies, advertising, license, other expenses for business