



# Tax Preparation Checklist

Being prepared for tax season could expedite your return and reduce your taxes. We have prepared a list of common items that are present with most returns.

- Taxpayer Checklist for Individuals
  - 1040, 1040A, 1040EZ General
  - Schedule C, Self-employed checklist
  - Schedule E, Rental property checklist
- Taxpayer Checklist for Business Owners



## Taxpayer Checklist for Individuals

This is provided to help you by listing the most common items to consider when filing your personal tax return or organize your information for us to prepare your return.

<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>▪ Full name, Social Security Number for yourself, spouse, and dependents</li> <li>▪ Date of Birth for yourself, spouse and dependents</li> <li>▪ Voided Check (if electronic filing)</li> <li>▪ Tax returns filed from the prior 3 years</li> <li>▪ Payments of Estimated Federal, State, local taxes paid</li> <li>▪ Presidential Election Fund Contributor Y/N</li> </ul>	<p><b>Itemized Deductions (Schedule A)</b></p> <ul style="list-style-type: none"> <li>▪ Medical Expenses (Health Care – Prescriptions, Doctors, Dentists, Eyeglasses, Medical Insurance, Long Term Health Care Insurance)</li> <li>▪ 1098 – Mortgage Interest Expense</li> <li>▪ Real Estate Taxes and other taxes paid</li> <li>▪ List of Charitable Contributions</li> <li>▪ Un-reimbursed Job Expense</li> <li>▪ Union/Professional Dues, Job related educational costs, Investment expenses, Job search expense, Hobby expense, Work uniforms, safe deposit box, tax preparation fees,</li> </ul>
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<p><b>Income Information</b></p> <ul style="list-style-type: none"> <li>▪ W-2s</li> <li>▪ 1099 – Interest and Dividend Income, Retirement, Annuities, tax refunds, Unemployment</li> <li>▪ Social Security received</li> <li>▪ Alimony received</li> <li>▪ Gambling income and losses</li> <li>▪ Cost Basis of Securities Sold</li> <li>▪ Rental Property Income</li> </ul>	<p><b>Tax Credit &amp; Deduction Information</b></p> <ul style="list-style-type: none"> <li>▪ Child Care Expenses</li> <li>▪ 1098-T Education Tuition Expense</li> <li>▪ Interest Paid on Student Loans</li> <li>▪ Alimony Paid (need Social Security number of recipient)</li> <li>▪ Medical savings account</li> <li>▪ Moving expenses</li> <li>▪ IRA contributions</li> <li>▪ Rental Property Expense &amp; cost basis</li> <li>▪ Adoption expenses</li> </ul>
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## Taxpayer Checklist for Business Owners

As Certified Public Accountants, we are ethically bound to help you pay the lowest tax you are legally required to pay. *This list will help us do our job.* It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

- ✓ A copy of the last three year's Federal and State tax return
  - ✓ Articles of Incorporation, Partnership Agreement, Operating Agreement, etc.
- ✓ Copy of current period balance sheet, income statement, trial balance and general ledger
- ✓ Prior year financial statements
- ✓ List of all business owners including:
  - ✓ Name,
  - ✓ social security numbers,
  - ✓ address,
  - ✓ percent of ownership,
  - ✓ date ownership acquired and
  - ✓ detail of distributions
- ✓ Schedule of owner fringe benefits received
- ✓ Schedule of loans to/from owners including loan agreements
- ✓ Details of any related party transactions
- ✓ Copies of all payroll forms and 1099 forms for the year
- ✓ Amounts of any estimated tax payments
- ✓ Listing of interest and dividend income
- ✓ Vehicle information and use, including vehicle leases
- ✓ Information on any employee benefit plans including retirement plans, health insurance, etc.
- ✓ Details of meals and entertainment expense
- ✓ Any Internal Revenue Service and Department of Revenue correspondence received during the year
- ✓ List of any activities in other states
- ✓ Details of fixed assets and depreciation schedules





**Schedule C, Self-employed Checklist**

<b>Income</b>	<b>Expenses</b>
<ul style="list-style-type: none"> <li>▪ List of bank deposits</li> <li>▪ All 1099s</li> <li>▪ Other income (interest etc.)</li> </ul> <p><b>Cost of good sold</b></p> <ul style="list-style-type: none"> <li>▪ Beginning inventory</li> <li>▪ Purchases of goods sold</li> <li>▪ Materials &amp; supplies</li> <li>▪ Ending inventory</li> </ul> <p><b>Auto expense</b></p> <ul style="list-style-type: none"> <li>▪ Lease payments</li> <li>▪ Auto insurance</li> <li>▪ Interest of auto loan</li> <li>▪ Repairs &amp; maintenance</li> <li>▪ Total miles driven</li> <li>▪ Business miles driven</li> <li>▪ Total gas purchases</li> <li>▪ Date car purchased</li> <li>▪ Model and make of auto</li> </ul> <p><b>Salaries &amp; wages</b></p> <ul style="list-style-type: none"> <li>▪ Total gross wages paid</li> <li>▪ Company paid FICA</li> <li>▪ Federal unemployment paid</li> <li>▪ State unemployment paid</li> <li>▪ Worker’s compensation paid</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advertising</li> <li>▪ Commissions paid</li> <li>▪ Liability insurance</li> <li>▪ Interest paid</li> <li>▪ Legal &amp; professional fees paid</li> <li>▪ Office supplies</li> <li>▪ Rent paid</li> <li>▪ Dues &amp; subscriptions</li> <li>▪ Travel expense</li> <li>▪ Meals &amp; entertainment</li> <li>▪ Utilities</li> <li>▪ Bank charges</li> <li>▪ List of assets (cost &amp; date acquired)</li> <li>▪ Health insurance premiums</li> </ul> <p><b>Office in home</b></p> <ul style="list-style-type: none"> <li>▪ Total square feet of home</li> <li>▪ Total square feet of office</li> <li>▪ Mortgage interest</li> <li>▪ Real estate taxes</li> <li>▪ Utilities paid</li> <li>▪ Home repairs</li> <li>▪ Home insurance</li> </ul>



▪ Copies of 1099s to contractors	
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## Schedule E, Rental Property Checklist

For each property owned you will need:

### Income

- Rent received (include deposits only if not returned to renter)
- Depreciation schedule or copies of all tax returns since purchase

### Expenses

- Advertising
- Auto travel (mileage to and from property to collect rent or make repairs)
- Cleaning and maintenance costs
- Commissions paid
- Insurance
- Legal & professional fees paid
- Management fees
- Mortgage interest
- Repairs costs
- Supplies
- Real estate taxes
- Utilities
- Lawn care
- Snow removal
- City code fees
- Other costs not listed here