

# TAX PREPARATION LIST

## General Taxable Income

- W-2 Form(s) for Wages, Salaries, and Tips
- Interest Income Statements: Form 1099-INT & 1099-OID
- Dividend Income Statements: Form 1099-DIV
- Sales of Stock, Land, etc.: Form 1099-B
- Sales of Real Estate: Form 1099-S
- State Tax Refunds: Form 1099-G
- Alimony Received or Paid
- Unemployment Compensation Received
- Miscellaneous Income: Form 1099-MISC

## Retirement Income

- Retirement Income: Form 1099-R
- Social Security and Railroad Retirement Income
- Form SSA-1099

## Business Income

- Business Income and Expenses
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Miles Traveled for Business Purposes

## Tax Credits Checklist

- Child Care Provider Address, I.D. Number and Amounts Paid
- Adoption Expense Information
- Foreign Taxes paid
- Home Energy Credit
- Education Credit

## Expense and Tax Deduction Checklist

- Medical Expenses for the Family
- 1095 TAX DOC (confirms health insurance for all of 2017)**
- Medical Insurance Paid
- Prescription Medicines and Drugs
- Doctor and Dentist Payments
- Hospital and Nurse Payments
- Miles Traveled for Medical Purposes
- Home Mortgage Interest from Form 1098**
- Home Second Mortgage Interest Paid
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if itemized)
- Personal Property Taxes Paid**
- Cash Contributions to Charities & noncash (include dates & values)
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Miles Traveled for Volunteer Purposes
- Casualty and Theft Losses
- Attorney's Fees
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses

- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Continuing Education Expense
- Last Year's Tax Preparation Fee

### **Tax Estimate Payments Checklist**

- Estimated Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid

### **General Information**

- Copy of Last Year's Tax Return** (if new client)
- Social Security Numbers for You and Your Spouse
- Educational Expenses for You and Your Spouse
- Dependents Names, Years of Birth, and Social Security Numbers
- Dependents Post High School Educational Expenses
- Child Care & Day Camp Expenses for Each Dependent (Include name & Tax ID of the Business and amount paid)
- Prior Year Adjusted Gross Income (AGI) & Personal ID Number(PIN), if given
- Copy of VOIDED CHECK for direct deposit

Please call or email us at, [sgreen@abapc.com](mailto:sgreen@abapc.com) if you have any questions regarding deductibility, expenses or income

[WWW.ABAPC.COM](http://WWW.ABAPC.COM)