

Tax Documents Checklist

Name: _____

Personal information

- Social security numbers, full names and date of birth for all taxpayers and dependents
- Dependent changes – add or remove dependents
- Changes in contact information: address, phone numbers, e-mail address
- Confirmation of/or changes to direct deposit information for refunds (voided check)

Income and employment information

- W-2 forms
- Pension/retirement– 1099-R, Form 5498
- Alimony received or paid
- Partnership or S Corporation K-1s
- Rental income and expenses
 - ** Rental Properties Template available
- Forms 1099-MISC
- Unemployment compensation – 1099-G
- State tax refunds
- Forms 1099-C
- Forms SSA

Investment information

- Interest income – 1099-INT
- Dividend income – 1099-DIV
- Proceeds from broker transactions – 1099-B
 - Provide Cost Basis - date purchased and purchase price for each security sold

Deductions, credits, and other adjustments

- Homeowners
 - HUD statements if you bought, sold, or refinanced any property
 - Mortgage interest – 1098-B
 - Real estate taxes paid in 2008 (whether you itemize or not)
- Charitable contributions ** Charitable Contributions Template available
 - Cash contributions by date
 - Non-cash contributions & their associated value **Valuation guide available
 - Charitable mileage
- Sales tax information – sales tax paid on vehicles, motorcycles, boats, etc.
- Hybrid car information – make, model and date purchased
- Distributions/contributions related to HSA, Archer MSA, Medicare Advantage MSA – 1099-SA
- IRA contribution amounts- Traditional or Roth
- Unreimbursed employee business expenses
- Tax preparation fees
- Moving expenses

Children/student information

- Child care expenses and provider information – expenses by child
 - Name, address, SSN or tax ID number of child care provider
- Investment income for dependent children
- Student loan interest – 1098-E
- Education expenses/college tuition paid – 1098-T

Self-employment information

- Income
- Business-related expenses including mileage
- Health insurance premiums paid and retirement contribution amounts
- Home office expenses **Home office deduction information available

Estimated tax payments – dates and amounts paid

Prior year's tax return (new clients)

** Visit www.neighborhoodcpa.com for links and forms