

# 2011 Tax Documents Checklist

Name: \_\_\_\_\_

Please indicate with a checkmark anything that applies to your tax situation and include the related documents/information with your tax documents.

## 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 (submit voided check)

## Income and employment information

- W-2 forms
- Pension/retirement – 1099-R, Form 5498
- Alimony received or paid and SSN
- Partnership, Estate S Corporation K-1s
- Rental income, expenses, assets purchased
  - \*\* Rental Properties Template available
- Miscellaneous income - 1099-MISC
- Unemployment compensation – 1099-G
- State tax refunds
- Cancellation of debt - 1099-C
- Social Security - 1099-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
  - Real estate taxes paid in 2011
- Charitable contributions
  - Cash contributions by date
  - Non-cash contributions and their associated value
  - Charitable mileage
- Sales tax information—sales tax paid on vehicles, motorcycles, boats, or construction costs
- Distributions/contributions related to H.S.A. accounts
- IRA contribution amounts - Traditional or Roth
- Unreimbursed employee business expenses
- Tax preparation fees, job hunting expenses, investment management fees
- Moving expenses
- Residential energy credit qualified improvements \*\* link for qualifying products on website

## 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
- Distribution from 529 or education fund – 1099-Q

## Self-employment information

- Income – including 1099-MISC forms
- Business-related expenses including mileage and asset purchases
- 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](http://www.neighborhoodcpa.com) for links and forms