David York's Tax Service

INDIVIDUAL TAX CHECKLIST

Gathering Your Tax Documents

The quality of your tax return and the timeliness of its preparation depend strongly on obtaining all your tax documents and information. Therefore, we have created the following checklist for our worksheets as secure digital forms (also available as fillable PDFs) and tax related documents. As more companies move to electronic delivery of their tax documents and statements, this checklist will help ensure you are not missing important tax documentation.

General Information:

- ☐ Previous Years Tax Return (Federal and State) (New clients only).
- ☐ Social Security Cards for taxpayer, spouse and dependents (New clients only).
- ☐ Date of Birth for taxpayer, spouse and dependents
- ☐ Most current mailing address.
- ☐ Routing and account number for direct deposit
- ☐ 401K and IRA statements (Year End.)
- ☐ Form 1095-A, 1095-B and/or 1095-C: Health insurance.

General Taxable Income:

- ☐ W-2 Forms from Employers
- ☐ Form 1099-INT: Interest Income
- ☐ Form 1099-DIV: Dividend Income
- ☐ Form 1099-R: Retirement Income
- ☐ Form W-2G: Gambling Winnings and Losses
- ☐ Alimony received or paid
- ☐ Form 1099-G: State Tax Refund
- ☐ Unemployment Compensation
- ☐ Form 1099-B: Sales of Stock for Capital Gains
- ☐ Form 1099-S: Sales of Real Estate
- ☐ Form 1099-MISC: Non-employee compensation or other income
- ☐ Form SSA-1099: Social Security Income

Rental Income and Expenses

- ☐ Schedule E: Rental Income and Expenses.
- ☐ Prior year depreciation schedules showing cost basis & service dates
- ☐ List of improvements, completion dates, values, if depreciated in earlier years
- ☐ Form 8542 or similar detailing any disallowed passive losses on your rental properties
- ☐ Address, date property was placed as a rental and FMV of property when placed as a rental (If new rental, bring Final HUD closing statement.)

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Business Income and Expenses

- ☐ Schedule C: Business Income and Expenses:

Farm Income

- ☐ Farm Income and Expenses

Miscellaneous Income

- ☐ K-1: Income from Partnerships, S-Corporations and Estates.
- ☐ Form 1099-C: Cancellation of Debt.
- ☐ Foreign Source Income.
- ☐ 1099's from Banks, Investment Brokers, Government Agencies, Contract Employers, etc.
- ☐ Cost Basis, Purchase History from Stock Sales (if you received a 1099-B)
- ☐ Foreign bank account information: location, name of bank, account number, peak value of account during the year.

Expenses and Tax Deductions

Schedule A: Itemized Deductions

- ☐ Medical expense, prescription medicines and drugs, doctor and dentist payments, hospital and nurse payments.
- ☐ Long term care insurance premiums.
- ☐ Medical insurance paid.
- ☐ Prescription medicine and drugs.
- ☐ Doctor and dentist payments.
- ☐ Personal property tax: DMV registration.
- ☐ Form 1098: from Mortgage Lenders (the form is now required, not just the figures)
- ☐ Home Purchase/Refinance Documents, Closing Disclosure/HUD Statements
- ☐ Private Mortgage Insurance (PMI) Premiums, Year-End Loan Statements
- ☐ Property/Real Estate Taxes Paid.
- ☐ Charitable Cash Contributions.
- ☐ Fair Market Value of Non-Cash Contributions to charities.
- ☐ Unreimbursed Volunteer expenses and volunteer mileage driven.
- ☐ Union and Professional Dues.
- ☐ Unreimbursed employee expenses.
- ☐ Amount paid to tax preparer last year.

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Miscellaneous Expenses

- ☐ Form 1098-T: Tuition expenses and list of expenses paid.
- ☐ Childcare cost: Childcare provider address, ID number and amounts paid.
- ☐ IRA contributions: Traditional IRA and Roth IRA.
- ☐ Student loan interest paid.
- ☐ Moving expenses.
- ☐ Estimated tax payments made to both federal and state and date paid.

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