

TAX PREP CHECKLIST

BASIC FOR ALL FILERS

- **social security numbers** (yourself & dependents)
- **copy of last year's tax return**
- **bank account/routing number**

BUSINESS OWNERS

- **tax ID**
- **business revenue and expenses**
- **list of assets and equipment**
- **health insurance premiums**
- **mileage logs**

INCOME

- **W-2s**
- **1099s for all forms of income**

HOME & RENTAL PROPERTIES

- **1098s:** interest on mortgage, equity or student loans
- **paid real estate taxes**
- **insurance premiums**
- **energy efficient upgrade receipts**
- **purchase/sale records** (home, rental property, etc.)
- **rental income**
- **mileage** (for rental related issues)
- **receipts:** for rental upgrades, repairs, etc.

DEDUCTIONS

- **medical/dental expenses**
- **health insurance payments**
- **HSA contributions**
- **vehicle purchase sales tax**
- **childcare expenses**
- **job search expenses**
- **moving expenses**
- **amount paid for last year's tax prep**
- **educational expenses**

DONATIONS

- **charitable contribution receipts**

OTHER MISC.

- **record of estimated tax payments**
- **IRA/401K total contributions**