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At Bay Area Tax Specialists, we believe in **Tax Services Made Simple**. This is why we put together this useful Tax Preparation Checklist. You can use this as a reference sheet and check off the boxes as you gather each tax document. You may also include it in with your file when you submit this information to one of our Specialists.

## TAX PREPARATION CHECKLIST

### 1. PERSONAL INFORMATION

- Social Security numbers and dates of birth for you, your spouse, and your dependents.
- Copies of last year's tax return for you and your spouse (helpful, not required).
- Bank account and routing numbers if you prefer to have your refund directly deposited into your bank account.
- Copy of your Driver's License and Social Security Card for you and your spouse.

### 2. INCOME INFORMATION

- W-2 forms for you and your spouse.
- 1099-C forms for cancellation of debt.
- 1099-G forms for unemployment income.
- 1099-MISC forms for you and your spouse – Any independent Contractor Work.
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans.
- 1099-S forms for income from sale of a property.
- 1099-INT, DIV, B, or K-1s for investment or interest income.
- 1095-A Marketplace Insurance



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- SSA-1099 for social security Benefits Received
- Business Income – profit/loss statement, capital equipment information.
- Rental property income and expenses: profit/loss statement, suspended loss information
- Prior year installment sale information – Form 6252, principal and interest collected during the year, SSN and address for payer
- Miscellaneous Income: jury duty gambling winnings, Medical Savings Account, scholarships, etc.

### 3. ADJUSTMENTS TO YOUR INCOME

- 1098-E for student loan interest paid (or loan statements for student loans).
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school).
- Teachers – Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, window, etc.)
- Records of Medical Savings Account (MSA) contributions.
- Self-employed health insurance payment records
- Alimony paid.
- Keogh, SEP, SIMPLE, and other self-employed pensions plans.

#### 4. DEDUCTIONS AND CREDITS (If you itemize your deductions)

- Child care costs: provider's name, address, tax ID, and amount paid.
- Education costs: Form 1098-T, education expenses.
- Adoption costs: SSN of child; records of legal, medical and transportation costs.
- Form 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid.
- Investment interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records.
- Casualty and theft losses: amount of damage, insurance reimbursements.
- Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc...).
- Rental property income/expenses: profit/loss statement, rental property suspended loss information.

#### 5. TAXES YOU'VE PAID / OTHER INFORMATION

- Real Estate taxes paid.
- Estimated tax payments made during the year (self-employed).
- Prior-year refund applied to current year and/or any amount paid with an extension to file.