



TAX CHECKLIST

INCOME DOCUMENTS

- _____ Employment Income (W-2)
- _____ Investment Income
 - _____ Interest (1099-INT)
 - _____ Dividend and Capital Gains (1099-DIV)
 - _____ Stock or Fund Sales (1099-B plus cost basis)
 - _____ Partnership or Corporations (k-1)
- _____ Misc. Income (1099-M)
- _____ Retirement Income (SSA-1099 or 1099R)
- _____ Alimony – Received
- _____ Self – Employment or Rental Income

OTHER EXPENSES & TAX ADVANTAGES

- _____ Penalty on Early Withdrawal of Savings
- _____ Alimony Paid
- _____ IRA, Keogh, & SEP Contributions
- _____ Child Care Expenses
- _____ Education Expenses
- _____ Moving Expenses

PROOF OF HEALTH INSURANCE COVERAGE!

If you have health insurance you will may have a new form to send to us. If you have:

Insurance through the Marketplace - 1095A

Private Insurance (including Medicare) – 1095B

Insurance Through employment – 1095C

TAX DEDUCTIONS & EXPENSES

A. MEDICAL-SUMMARY TOTALS ONLY

WE DON'T NEED RECEIPTS

- _____ Health & Dental Ins. Premiums
- _____ Prescription Drugs & Insulin
- _____ Hospital & Ambulance Charges
- _____ Doctor & Nurse Charges
- _____ Lab Tests & X-rays
- _____ Medical Equipment & Improvements
- _____ Glasses, Dentures, & Hearing Aid
- _____ Mileage, Trans. & Lodging
- _____ Special Schools, Learning Disabilities
- _____ Nursing & Domestic Care (may need to issue W-2 or 1099)
- _____ Other

B. TAXES

- _____ State & City Income Taxes
- _____ Real Estate Taxes
- _____ Ad Valorem Tax (Auto, Boat, etc.)
- _____ Personal Property Tax

C. INTEREST

- _____ Home Mortgage (1st) & (2nd)
- _____ Points Paid to Acquire or Refinance Home
- _____ Lines of Credit and Home Equity Loans
- _____ Investment Interest
- _____ Other (Business Interest)

D. CONTRIBUTIONS (any one donation over \$250 we must see receipt)

- _____ Charities
- _____ Houses of Worship
- _____ Non- Cash Donations

G. MISCELLANEOUS EXPENSES

- _____ Employment agency Fees
- _____ Job Hunting (\$ and Miles), Resume'
- _____ Professional Fees, Dues & Subscriptions
- _____ Tools & Supplies
- _____ Uniforms & Special Shoes
- _____ Union Dues and Union Expenses
- _____ Tax Counseling, Preparation, & Audit Rep.
- _____ Investment Miles
- _____ Safe Deposit Box
- _____ Custodial Fees
- _____ Publications & Books
- _____ Investment Travel
- _____ Financial Counseling Fees
- _____ Exp. for Prod. and Collection of Income

H. HOME OFFICE SUMMARY

- _____ Cost of Home
- _____ Cleaning, Repair & Maintenance (Maid)
- _____ Utilities
- _____ Insurance, Taxes & Interest
- _____ Rent
- _____ Security System
- _____ Landscaping
- _____ Home Improvements

J. RENTAL PROPERTY EXPENSES

- _____ Legal & Professional Fees
- _____ Bank Charges
- _____ Mortgage Interest
- _____ Real Estate Tax
- _____ Mileage
- _____ Repairs and Maintenance
- _____ Capital Expense-Improvements
- _____ Mortgage Refinance (Closing Costs)

L. BUSINESS EXPENSES

Auto Expenses (need mileage log)

- _____ Gasoline
- _____ Oil & Lube
- _____ Repairs & Maintenance
- _____ Washing & Waxing
- _____ Insurance
- _____ License & Tags
- _____ Parking & Tolls
- _____ Garage Rent
- _____ Tires & Tubes
- _____ Interest or Lease Pymts.
- _____ Accessories
- _____ Auto Clubs
- _____ Other

- _____ Mileage (total for the year)
- _____ Mileage (total for business)
- _____ Year End Odometer Reading

Business Travel

- _____ Airfare
- _____ Car Rental
- _____ Hotel
- _____ Taxi
- _____ Tips

Business Entertainment & Selling Expenses

- _____ Meals & Drinks
- _____ Tickets for Events
- _____ Cards
- _____ Commissions & Finder's Fees
- _____ Other

Business Supplies & Expenses

- _____ Stationary & Supplies
- _____ Postage & Freight
- _____ Professional Dues & Sub.
- _____ Business Cards
- _____ Office Equipment & Fixtures
- _____ Telephone & Cell Phone
- _____ Home Phone (2nd Line)
- _____ Business Education Expenses
- _____ Laundry & Cleaning (Uniforms)
- _____ Credit Card Fees
- _____ Interest (Business Loans)
- _____ Insurance
- _____ Advertising
- _____ Office Rent & Utilities
- _____ Licenses
- _____ Contractor Fees or Wages
- _____ Legal & Professional Fees
- _____ Other _____