TAX PREPARATION CHECKLIST

Use this checklist to ensure you have provided your tax preparer with everything he or she needs to accurately complete your tax return.

INCOME & RELATED ITEMS

- ☐ Form W-2 earnings statements
- ☐ Form 1099-R for pensions, IRAs, Roth RIAs, life insurance and annuities
- ☐ Form 1099-MISC for self-employed income, rent, royalties and other types of miscellaneous income
- ☐ Refund statements from state governments or letters from the IRS
- ☐ Form 1099 broker statements and mutual fund statements
- ☐ Form 1099-INT, 1099-DIV and 1099-B interest, dividend, and sale/exchange transactions
- ☐ Pass through K-1's
- ☐ Rental property income, expenses, and list of asset purchases and improvements
- ☐ Basis information for sales
- ☐ Depreciation records
- ☐ Settlement sheets for purchases, sales and refinancing
- ☐ Self-employed individuals' income, expenses, and asset acquisitions and dispositions
- ☐ All distributions and contributions related to health savings accounts and medical savings accounts
- ☐ Income, expenses and asset purchases related to any farming activity

DEDUCTIONS, ADJUSTMENTS, & CREDITS

- ☐ Form 1098 mortgage information and points
- ☐ Any business Form 1098 interest statements
- ☐ Receipts from charitable contributions over $250 each (and a list for amounts under $250)
- ☐ Descriptions/receipts for non-cash contributions
- ☐ Real estate and personal property tax payments
- ☐ Travel log showing destinations and mileage
- ☐ Bills for car expenses (documentation showing date, place, and business purpose of each)
- ☐ Unreimbursed healthcare bills (if total is expected to exceed 7.5 percent of adjusted gross income) including long-term care insurance
- ☐ Any unreimbursed expenses for professional dues and other business-related outlays
- ☐ Bills for investment or tax advice and collection of income
- ☐ Health insurance premiums paid for S-Corp shareholders and the self-employed
- ☐ Records of home moving costs if connected with job relocation, payments and reimbursements
- ☐ Backup for IRA/Roth IRA deposits and withdrawals
- ☐ Documentation of childcare costs including name, address, and social security number of provider and amount paid per child to provider (if both parents are employed)
- ☐ Amounts paid in student loan interest
- ☐ Backup for any energy efficient improvements to your personal residence, including documentation that shows that the item meets the requirements for the credit
- ☐ Form 1099-Q for educational distributions and a summary of year of schooling, tuition, fees, and room and board paid for qualified education expenses for each dependent

OTHER

- ☐ Social Security numbers and birthdates of dependent children not on your previous year's tax return
- ☐ Separation or divorce records (copy of agreement or court order; support payments)
- ☐ List of estimated tax payments made with dates of payment
- ☐ Any correspondence received from the Internal Revenue Service or other tax agencies
- ☐ New address or phone number
- ☐ Your drivers license number *(required in some states)*

FOR THE STATE OF MARYLAND

- ☐ Documentation of contributions to a Maryland prepaid college plan
- ☐ Documentation for Qualified Volunteer Police, Fire, Rescue and Emergency Medical Services Personnel subtraction

NOTE: If you do not have the purchase price information of assets sold that were held in an investment account, inform your broker/agent that they will be contacted by your tax preparer. Some broker/agents require permission to release this information to a third party.