

BAXTER TAX CONSULTING

Tax Preparation Checklist

When it is time to get your taxes done, be sure to provide all documentation including any paperwork prior to your tax preparation appointment with Baxter Tax Consulting. Make sure to include copies of your picture identification(s) (e.g., Driver's License, State ID, military ID, etc.).

The list below will help you get all of your paperwork in order. We look forward to meeting with you!

Personal Information:

- Social Security numbers of all family members including spouse and children, birth certificates(s), children school records, and/or children doctor statements.
- Childcare provider information including name, address, and tax identification number or social security number.
- Last year's return (**if you are a new client**).

Employment and Income Information:

- W-2 forms from all employers.
- Unemployment compensation (Form 1099-G).
- Self-employed (Form 1099-Misc).
- Miscellaneous income, including rent (Form 1099-Misc).
- Partnership, S Corporation, and trust income (Schedules K-1).
- Pensions and annuities (Form 1099-R).
- Social Security year-end statement/RR1 benefits (Form RRB-1099).
- Jury duty pay.
- Gambling and lottery winnings (Form W-2G).
- Prizes and awards (Form 1099-NEC).
- Scholarships and fellowships.
- State and local income tax refunds (Form 1099-G).
- Amounts of other income such as hobby income, disability, judgments from lawsuits, and/or inheritances.

Self-employment Data:

- Business income (Form 1099-Misc, bank statements, and/or Form 1099-K).
- Partnership income (Form 1099-Misc, bank statements, and/or Form 1099-K).
- Business-related expenses (receipts, bank statements, and/or credit card statements).
- Business mileage log for car and any new assets purchased.
- Farm-related expenses (receipts, bank statements, and/or credit card statements).

Financial Assets:

- Interest income statement (Form 1099-INT and Form 1099-OID) from banks and/or credit unions.
- Dividend income statements (Form 1099-DIV) from stockbrokers and/or mutual fund companies.
- Year-end Report from broker transactions (Form 1099-B) and/or stockbrokers (Buy/Sell statements relating to securities transactions).
- Retirement plan distribution (Form 1099-R) from retirement income (e.g., pensions, IRA's, etc.).

Financial Liabilities:

- Auto loans and/or leases if vehicle is used for business.
- Student loan interest paid.
- Early withdrawal penalties on CDs.

Homeowner/Renter Information:

- Residential address for the current tax year.
- Mortgage interest (Form 1098).
- Sale of your home/real estate (Form 1099-S).
- Interest on second mortgage (Form 1098).
- Real estate taxes paid.

Automobile/Vehicle:

- Motor Vehicle Registration information.

Miscellaneous Tax Documents:

- Federal, state and local estimated tax paid for current year (including tax vouchers, cancelled checks, and personal payment records).
- IRA, Keogh, pension, and other retirement plan contributions.
- Records to document medical expenses not reimbursed by insurance (including insurance premiums).
- Police report documenting casualty or theft losses.
- Health Insurance Statement Forms 1095-A, -B, and/or -C.

Personal Expenses:

- Gifts to charity (**must include a qualified statement showing the charity's Tax Identification Number**) for any single donation in excess of \$250.00).
- Donations of goods (**not cash or check**): **must include an itemized list, total amount, to whom, and receipt from the charity.**
- Non-reimbursed expenses related to volunteer work: **must include a mileage log.**
- Safe deposit box expenses.
- Childcare expenses: **must include name of childcare provider, their Tax ID #, address, phone number, and the amount paid.**

Correspondence:

- Copies of any correspondence that you have received from the IRS (Internal Revenue Service), SSA (Social Security Administration), and/or additional State or Federal agencies **need to be forwarded to Baxter Tax Consulting prior to your appointment.**