

# *the ultimate* TAX PREP CHECKLIST

## BASICS FOR ALL FILERS

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

## 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, upgrades, etc.

## DONATIONS

- charitable contribution receipts
- volunteer expense deductions

## BUSINESS OWNERS

- tax ID
- insurance premiums and/or expenses
- business income and expenses
- list of assets and equipment
- mileage logs

## DEDUCTIONS

- medical/dental expenses
- health insurance payments
- IRA and HSA contributions
- vehicle purchase sales tax
- childcare expenses
- job search expenses
- moving expenses
- amount paid for last year's tax prep
- sales tax on newly purchased vehicles
- educational expenses  
(loan interest/supplies/tuition)

## OTHER MISC.

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

