



Tax Appointment Checklist

Please use this checklist to gather all the important tax records and tax documents needed to prepare and e-file your federal and state tax returns faster and more accurately.

- **Personal information -**
 - Copy of last year's income tax return **(New Clients Only)**
 - Name, address, Social Security number and Date of Birth for yourself, spouse and dependents
 - Child Care Provider, Name, Address, Tax ID or S.S.N. & Amount Paid
 - Bank Routing # and Account # if using Direct Deposit

- **Income Data Required -**
 - W-2 Form(s) for Wages and Salaries
 - Miscellaneous Income – Form 1099MISC (contractors, non employees, etc)
 - Interest Income from personal sources – Forms 1099INT & 1099OID
 - Dividend Income – Form 1099DIV
 - State/Local income tax refunded – Form 1099G
 - Sales of Stock, Land, etc. – Form 1099B
 - Sales of Real Estate – Form 1099S
 - Social Security Income – Form 1099SA
 - Pension or Annuity Income – Form 1099R
 - Gambling/Lottery Winnings- Form W2-G or winnings receipt(s)
 - Alimony Income

- **Business Income & Expenses Data Required -**
 - Business Income and Expense Worksheet

- Asset Depreciation Summary Schedule
- Rental Income and Expense Worksheet
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Foreign Income
- Miles Traveled for Business Purposes and Total Vehicle Mileage for Year

○ **Adjustments to Income & Tax Deductions –**

- Self-employed Health Insurance Premiums Paid
- Health Savings Account contributions
- Moving Expenses (not reimbursed by employer)
- Self-employed SEP, SIMPLE, and qualified plans contributions
- Alimony Payments & Recipients SSN
- IRA Contributions
- Student Loan Interest Paid (Form 1098-E)

○ **Expense Data Required -**

- Education/Tuition Costs/Materials Purchased
- Medical/Dental/Vision (Only if you're itemizing deductions)
- Personal Property Taxes amount (Only if you're itemizing deductions, PA Rent Rebate program)
- Mortgage/Home Equity Loan Interest/Mortgage Ins (Only if you're itemizing deductions)
- Mortgage Refinance Papers (HUD Statement) (Only if you're itemizing deductions)
- Charitable Contributions Cash/Non-Cash (Only if you're itemizing deductions)
- Employment Related Expenses (restrictions apply)

- Estimated Tax Payments to Federal and State Government and Dates Paid
- Purchase qualifying for Residential Energy Credit
- Home Purchase (HUD Settlement pages)
- Federal and/or State balances due or paid in previous year
- First time home buyer credit paid and balance due (if applicable)