

## Tax Preparation Checklist

This is a list of the most common items I will need to finish your tax return.  
For data security, blackout any Social Security Numbers. Try to only send copies  
so you have a set of originals for your records. Please circle current address on any document.

- \_\_\_ Signed Engagement Letter
- \_\_\_ Completed Client Questionnaire & Basic Information Worksheet
- \_\_\_ All W-2's
- \_\_\_ All 1099 forms received confirming income from interest, dividends, retirement,  
Social security, disability, unemployment, gambling winnings, etc.
- \_\_\_ All income documents of children if those returns need filing
- \_\_\_ Year-end statements of mortgage interest (Form 1098), escrow activity and  
balance on mortgage or home equity loans and real estate taxes paid
- \_\_\_ Total of charitable contributions, and details of any non cash contributions
- \_\_\_ Copies of all LLC, Partnership or S-Corp K-1's
- \_\_\_ If you bought, sold or refinanced real estate, then a closing statement of each transaction.
- \_\_\_ If you sold any shares of mutual funds and or stocks and basis info is not provided by  
the broker, detail all activity including original cost and date though sale price and date.
- \_\_\_ If you are claiming auto mileage as a deduction for biz, rental props, or  
unreimbursed employee expenses, know total, commuting & biz miles.
- \_\_\_ If you lease or are deducting actual expenses, please provide: original value of car,  
and date of lease, and payments, gas, washes, insurance, maintenance, etc.
- \_\_\_ All documents for formation, sale or purchase of a business during the year
- \_\_\_ All legal documents for divorce decrees
- \_\_\_ Voided check for account where refunds should be direct deposited
- \_\_\_ All filled in worksheets
- \_\_\_ NEW CLIENTS: Please bring copies of 2 prior years of tax returns and depreciation schedules.