

## Personal Taxes

### Personal and Dependent Information

- Drivers License(s) & Social Security card(s)
- Dependent's Social Security cards and birth dates

### Income

- Wage Statements /W-2s
- Self-employment business income and expenses and vehicle mileage/1099 -MISC and income records to verify amounts
- Pension, retirement income 1099-R
- Unemployment income /1099-G
- Social Security income /SSA-1099/RRB-1099
- Commissions received/paid/1099's
- Statements on the sales of stocks or bonds /1099-B
- Interest and dividend income /1099-INT/1099-DIV/1099-OID
- Lottery or gambling winning/losses/W2-G
- State refund amount/1099-G
- Alimony paid or received and ex-spouse info
- Income and expenses from rental properties

### Deductions

- Form 1098 Mortgage or home equity loan interest
- Real estate and personal property taxes
- Childcare expenses and provider information (Federal ID Number)
- Medical and dental expenses (also miles)
- Cash and non-cash charitable donations
- Home purchase closing statement/HUD
- Casualty or theft losses □ IRA contributions/Form 5498
- State or local taxes paid □ Estimated taxes or foreign taxes paid
- Car purchase paperwork showing sales tax
- Record of purchase or sale of your house
- Unreimbursed job-related expenses
- Educator expenses
- Tuition and Education Fees/1098-T
- Student loan interest/1098-E

### Miscellaneous Items

- Last year's Federal and State tax return
- 1095-A\* If purchased health insurance through the Health Insurance Marketplace
- Canceled Debt Amount/1099-C

## Business/ Corporate Taxes

### Quick Books File Backup (If Applicable)

#### Income (Totaled)

- Gross receipts from sales or services
- Refunds/Returns
- Business checking/savings account interest (1099-INT or statement)
- Other income

#### Inventory (if applicable)

- Beginning inventory
- Inventory purchases
- Ending inventory

#### Expenses (Totaled by Category) Examples:

- Advertising
- Automobile Expenses
  - Gas, Repairs, Etc.
  - Mileage Driven
- Insurance
  - Automobile
  - Liability
  - Business
  - Errors & Omissions
  - Workers Comp
- Travel expenses (Hotel, Airfare, Taxi, etc.)
  - Parking and tolls
  - Meals and Entertainment
  - Internet connection (hotel, Internet café etc.)
  - Legal Fees
  - Office Supplies
  - Rent Expense
  - Any Other Expenses, etc.

#### Employee & Subcontractor payments

- 1099's-MISC and 1096
- W3/W2's from Payroll Company
- Federal and state payroll returns (Form 941's, 940, UCT6's, etc.)
- Assets & Equipment
- Cost and acquisition date of assets
- Sales price and disposition date of any assets sold

#### Interest expense

- Mortgage interest on building owned by business
- Business loan interest
- Auto Loan Interest
- Business Equipment Loans

#### Miscellaneous Items

- Last year's Federal and State tax return