

## PERSONAL DATA

- ☐ Copies of past 2 years tax returns, if possible (first-time clients)
- ☐ Social Security numbers and names as they appear on the SS card (including spouse and children)

## EMPLOYMENT & INCOME DATA

- ☐ W-2's for tax year
- ☐ Interest Income: 1099-INT & 1099-OID
- ☐ Dividend Income Statements: 1099-D
- ☐ Pensions and annuities – 1099R
- ☐ Social Security income statement
- ☐ Alimony received
- ☐ Tax refunds & Unemployment Compensation: 1099-G
- ☐ Gambling and lottery winnings: W2-G
- ☐ Prizes and awards
- ☐ Scholarships and fellowships
- ☐ Disability income statement
- ☐ Jury duty pay
- ☐ Misc. income including rent: 1099-MISC

## FINANCIAL ASSETS

- ☐ Stock/Bond year end statements  
(Including orig. purchase price & transaction costs)
- ☐ Mutual Fund year end statements  
(Including orig. purchase price & transaction costs)
- ☐ Annuity year end statements

## EDUCATION EXPENSES

- ☐ Student loan interest paid: 1098-E
- ☐ Qualified fees and expenses for post secondary education: 1098-T

## SELF-EMPLOYMENT DATA

- ☐ Business profit & loss statement
- ☐ K-1's on all partnerships
- ☐ Rental income/expenses
- ☐ Farm profit & loss

## DEDUCTIONS

- ☐ Medical expenses (RX, Dr's, DDS, medical miles, etc.)
- ☐ State and/or local estimated tax payments made
- ☐ Contracts for large purchases (cars, boats, etc.)
- ☐ Real estate taxes paid
- ☐ DMV Registration Fees  
Vehicle 1 \_\_\_\_\_  
Vehicle 2 \_\_\_\_\_
- ☐ Mortgage interest: (1st or 2nd Mtg.) 1098-INT
- ☐ Sale of your home or other real estate: 1099-S

- ☐ Final Escrow Closing Statement  
(if home was purchased or refinanced during the year)
- ☐ Receipts for goods donated to charity
- ☐ Un-reimbursed volunteer expenses
- ☐ Monetary gifts to charity  
(receipts for single donations of \$250 or more)
- ☐ Un-reimbursed expenses related to your job (travel expenses, entertainment, uniforms, union dues, subscriptions)
- ☐ Job-hunting expenses
- ☐ Investment expenses
- ☐ Tax preparation fees
- ☐ Education expenses
- ☐ Child care expenses  
(including phone #, address and Tax I.D. # of provider)
- ☐ Medical savings accounts
- ☐ Adoption expenses
- ☐ Alimony paid and social security number of recipient
- ☐ Moving expenses
- ☐ IRA, Keogh & other retirement plan contributions

## CASUALTY OR THEFT LOSSES

- ☐ Documents re: property loss and insurance reimbursements

## EXTENDED TAX SERVICE PROGRAM

- ☐ Ask your tax preparer about this service

## NOTES: \_\_\_\_\_

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