## Tax Appointment Preparation

# CHECKLIST

### 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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- Tax Planning & Preparation
- Mortgage Lending
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1255 SCOTT ST | SAN DIEGO, CA 92106
PHONE: 619-908-1801 | FAX: 619-908-1801 | EMAIL: info@pietastax.com