

2017 Tax Documents Checklist

Name: _____

Please indicate with a checkmark anything that applies to your tax situation and include the related documents/information with your tax documents. This is not an all inclusive list, but a list of common items.

Personal information

- Social security numbers, full names and date of birth for all NEW clients and any dependents
- Dependent changes – add or remove dependents
- Changes in contact information: address, phone numbers, e-mail address
- Confirmation of/or changes to direct deposit information for refunds (submit voided check)
- Prior year's tax return (new clients only)

Income and employment information

- W-2 forms
- Pension/retirement – 1099-R, Form 5498
- Alimony received or paid and SSN
- Miscellaneous income – 1099-MISC
- Rental income and expenses
- Partnership, S Corporation, Estate, Trust - K-1s
- Unemployment compensation – 1099-G
- State tax refunds – 1099-G
- Cancellation of debt - 1099-C
- Social security - 1099-SSA

Investment information

- Interest income – 1099-INT
- Dividend income – 1099-DIV
- Proceeds from broker transactions – 1099-B
- Provide cost basis - date purchased and purchase price for each security sold

Deductions, credits, and other adjustments

- Homeowners
 - HUD Settlement and/or Closing Disclosure - if you bought, sold, or refinanced any real property
 - Mortgage interest – 1098
 - Real estate taxes PAID in 2017
- Charitable contributions
 - Cash contributions by date paid
 - Non-cash contributions and their associated donated value
 - Charitable mileage
- Sales tax information—sales tax paid on vehicles, motorcycles, boats, or construction costs
- Distributions/contributions related to H.S.A. accounts – Forms 1099-SA and 5498-SA
- IRA contribution amounts – please indicate if Traditional, Roth or SEP
- Unreimbursed employee business expenses, if greater than 2% of your income
- Tax preparation fees, job hunting expenses, investment management fees
- Moving expenses, IF JOB RELATED
- Residential energy credit qualified improvements

Children/student information

- Child care expenses and provider information – summarize expenses by child
 - Name, address, SSN or tax ID number of child care provider
- Investment income for dependent children
- Student loan interest – 1098-E
- Education expenses/college tuition paid – 1098-T (include proof of payments made in 2017 by providing a copy of checks or payment detail provided by the school)
- Distribution from a 529 plan or qualified education program – 1099-Q

Self-employment information

- Income – including 1099-MISC forms
- Business-related expenses including mileage and asset purchase descriptions, dates and amounts
- Health insurance premiums paid and retirement contribution amounts
- Home office deduction – simplified option (\$5 per square foot up to 300 square feet) or actual expenses

Estimated tax payments – dates and amounts paid

Proof of health insurance – Form 1095-A, 1095-B or 1095-C