

**Personal Information:**

- Name, Social Security Number, and birth date for you, your spouse, & your dependents
- Childcare provider: Name, address, and tax ID/Social Security Number, & amount paid
- Alimony paid: Social Security Number for person paid to, and amount paid  
Tax returns for last year if not prepared by this office

**Income:**

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income, including rents: Forms 1099-Misc
- Partnership, S Corporation & Trust income: Schedule K-1
- Pensions and Annuities: Forms 1099-R
- Social Security/RR1 benefits: RRB-1099
- Alimony Received
- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G
- Dividends or Interest income received: Form 1099 INT & 1099-DIV
- Income from sale of stocks/ bonds: Form 1099-B
- Retirement plan distribution: Form 1099-R

**Homeowner/Renter Data:**

- Residential address for this year
- Mortgage interest paid: Form 1098
- Sale of home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real Estate taxes paid
- Rent paid during tax year
- Name and address of landlord if renting
- Moving expenses

**Financial Liabilities:**

- Auto loans and leases if vehicle is used for business
- Student loan interest paid
- Early withdrawal penalties on CD's and other time deposits

**Automobiles:**

- DMV fees
- Mileage if used for business

### **Expenses:**

- Gifts to charity
- Un-reimbursed expenses related to volunteer work
- Un-reimbursed expenses related to your job:
  - Travel expenses
  - Uniforms
  - Union dues
  - Subscriptions
  - Work use cell phone
  - Home computer for work use
  - Tools, licensing, and any other work related expense
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Childcare expenses
- Medical Savings Accounts
- Adoption expenses
- Tax return preparation fees
- Medical Expenses for you, your spouse, and your dependents

### **Self Employment Data:**

- Business income: Forms 1099 and/or own records
- Partnership SE income: Schedule K-1
- Business Related expenses: Receipts/ own documentation
  - Utilities
  - Repair & maintenance
  - Advertising
  - Cost of goods sold
  - Office expense
  - Automobile expense
  - Travel & lodging for business purposes
  - Business related meals/entertainment expenses
  - Copying, postage, delivery
  - Rents on business building
  - Wages paid out
- Farm related expenses: Receipts, other documents& own records
- Employment taxes paid
- Payroll taxes paid
- Sales taxes paid

### **Miscellaneous Tax Documents:**

- IRA, Keogh, and other retirement plan contributions
- Casualty or theft losses
- Records for any other expenditure that may be deductible
- Records for any other income that may be taxable or reportable
- Closing Escrow papers for any real estate transactions, including re-financing