

ACCOUNTING LIONS

TAX & BOOKKEEPING SERVICES

Tax Checklist

1. PERSONAL INFORMATION

- Social Security Number (yourself, spouse & Dependents)
- copy of last year's tax return
- Bank account/routing number
- Address Verification
- Date of Birth (DOB)

2. INCOME

- W-2s
- 1099-INT (interest from savings or checking)
- 1099-DIV (dividends from stocks & mutual funds)
- Stock Trade
- Business Income/expenses (self-employment)
- 1099-R from IRA/Pension distribution
- Rental income/expenses
- Social Security Benefits
- Alimony (including SSN of other party & date of Divorce)
- Unemployment
- Gambling winnings
- Other

3. DEDUCTIONS

- Medical/Dental expenses (out of pocket)
- Property/Real Estate taxes
- State Income Taxes Paid
- Car tabs/Vehicle purchase sales tax
- 1098 Mortgage Statement
- Charitable contributions (cash and Non-cash)
- Child Care Expenses (provider, Address, SSN or EIN)
- 1098-E Student Loan Interest
- 1098-T Tuition statement
- 1099-Q (Qualified Education)
- Alimony/Child support paid

4. OTHER MISC.

- Record of Estimated tax payments and dates
- Certificate of Rents Paid
- IRA and HSA contributions and distributions
- Health Insurance if Self Employed
- MN Student (k-12) Education Expenses (Supplies, Field Trips, Tuition)