



PERSONAL

TAX PREPARATION CHECKLIST

Personal Information:

- Legal Information:

You will need the full legal names, dates of birth, and social security numbers/tax ID numbers for yourself, your spouse, and your dependents.

- Last Year's Tax Return

- Direct Deposit Information:

If you want to deposit your refund into your bank account.

Income:

- Personal Income Statements:

W-2, 1099-MISC, 1099-NEC. (For help gathering this information, please refer to our Small Business/Farm Tax Preparation Checklist.)

- Investment or Interest Income Statements:

These include forms 1099-INT, 1099-OID, and 1099-B as well as K-1.

- Pension/IRA/Annuity Income:

Form 1099-R

- Social Security/RRB Income:

Forms SSA-1099 and RRB-1099.

- Income From the Sale of a Home or Property:

Form 1099-S and Closing Statement (HUD)

- Unemployment Compensation & State Tax Refunds:

Form 1099-G

Deductions:

- Homeowner Expenses:

Mortgage interest (Form 1098) and property taxes paid.

- Education Expenses:

Form 1098-T, Form 1098-E.

- IRA Contributions:

Form 5498.

- Charitable Contributions:

Church tithes, Goodwill, etc.

- Child and Dependent Care Expenses:

Daycare statement.



SMALL BUSINESS/FARM

TAX PREPARATION CHECKLIST

Personal & Small-Business Records:

- Last Year's Federal & State Tax Returns:
Both personal and small business returns.
- Current Financial Statements & Bookkeeping Records:
This includes profit & loss statements, balance sheets, etc.
- Income Records (non-farm):
You will need all income including 1099s, W-2s, etc.
- Farm Income:
Including forms 1099-PATR, 1099-MISC (USDA), 1099-NEC, crop insurance proceeds, sales of crops and livestock.

Itemized Business Expense Records

- General Business Expense:
 - *Meals & Entertainment*
 - *Travel (hotel, airfare, transportation, etc.)*
 - *Advertising (business cards, website, ads, etc.)*
 - *Legal + Accounting Fees*
 - *Business Insurance*
 - *Tax, Business License, Permit fees.*
 - *Office Supplies*
 - *Internet + Cell Phone*
 - *Bank Fees*
 - *Business Loan Interest*
 - *Equipment, Storage, and Office Rent*
- Farm Expenses:
Feed, Fertilizer, Seed & Plants, Interest, Insurance, Veterinary & Breeding Expenses.
- Assets:
Cost & Date of any equipment purchased.
- Sold Assets:
Date & Price sold.
- Vehicle Deduction:
 - *Mileage Log (if applicable)*
 - *Fuel & Oil Costs*
 - *Lease Payments*
 - *Insurance & Tax Payments*
 - *Parking Fees & Toll Charges*
 - *Repair & Maintenance Fees*