



## Tax Preparation Checklist

Please bring all applicable forms to your tax preparation appointment.

### Personal Information

- Social Security Card(s) (if a new client)
- Driver's License(s) (if a new client)
- Prior two years of tax returns (if a new client)
- Identity Protection PIN(s), if opted in (new PIN issued annually)

### Dependent(s) Information

- Dependents' Social Security Numbers and Dates of Birth (if a new client or new dependent)
- Form 8332* Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent if applicable

### Sources of Income

#### Employment Income

- Form W-2* Wage Statements

#### Unemployment Income

- IRS Form 1099-G* Unemployment Compensation
- CT Form UC1099-G* Unemployment Compensation (Obtain online at [www.ctdol.state.ct.us/](http://www.ctdol.state.ct.us/))

#### Self-Employed

- Form 1099-NEC* Nonemployee Compensation
- Form 1099-MISC* Miscellaneous Income
- 1099-K* Third Party Transactions
- Income records for amounts not reported on *1099s*
- All business income and expense records, including:
  - Check registers, CC statements, and receipts (See organizer available at [bgtax.com/forms-links](http://bgtax.com/forms-links))
  - Business-related vehicle expenses (tolls, mileage, taxes, etc.)
  - Home office information, including sq. ft of office and entire home

## State Tax Refund

- Form 1099-G* State Income Tax Refund Amount (obtain online, if applicable)

## Rental Income

- Income and expenses from rentals (organizer available at [bgtax.com/forms-links](http://bgtax.com/forms-links))
- Rental asset information (cost, date placed in service, etc.) for depreciation

## Retirement Income

- Form 1099-R* Distributions from Pension/Annuity/IRA
- Form SSA-1099* Social Security Benefit Statement
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
- Form RRB-1099* RRB Tax Statement

## Investments or Dividends

- Form 1099-INT* Interest Income
- Form 1099-DIV* Dividend Income
- Form 1099-OID* Original Issue Discount
- Form 1099-B* Information of Sales of Stocks or Bonds (including original cost)
- Form 1099-S* Proceeds from Real Estate Transactions
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on *1099-B*)

## Other Income & Losses

- Form 1099-SA* Distributions from a Health Savings Account
- Form 1099-Q* Payments from Qualified Education Programs (529 plan or Coverdell ESA)
- Form 1099-LTC* Long Term Care Benefits Payments
- Schedule K-1* Income from Partnerships, S Corporations, Trusts, and Estates
- Alimony received, including SSN of ex-spouse and Divorce Decree
- Form W-2G* Lottery or Gambling Winnings, and records showing income and expenses
- Form 1099-C* Cancellation of Debt
- Form 1099-A* Abandonment of Secured Property
- Form 1099-MISC* Prizes, awards, or royalty income

## Deductions

### Home Ownership

- Record of Purchase or Sale of Residence (HUD Settlement Closing Statement)
- Real estate taxes paid (obtain from city/town website)
- Form 1098* Mortgage or Home Equity Loan Interest Statement
  - If a Home Equity Loan, documentation of home improvements or explanation of alternate use of funds

## Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations (>\$500 requires detailed information)
- Mileage driven for charitable purposes

## Medical Expenses

- Form 5498-SA* Health Savings Account contributions
- Health insurance and long-term care premiums paid (after tax premiums)
- Medical expenses paid for insurance and to doctors or hospitals, eyeglasses, prescriptions, therapy equipment, hearing aids, bandages, crutches, therapy pool, and dental expenses (including mileage) See *Publication 502* on IRS.gov.

## Health Insurance

- Form 1095-A* Health Insurance Marketplace Statement (if enrolled through the Exchange)
- Form 1095-B* Minimum Essential Health Coverage/*Form 1095-C* Employer Provided Health Insurance for coverage from any other source
- Marketplace Exemption Certificate Number (ECN) (if you applied for and received an exemption from the Exchange)

## Child Care Expenses (under age 13 or disabled)

### Required: Name, Address, and SSN or Federal ID # of provider

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
  - Fees paid to a qualified day camp
- (Don't include expenses paid through a flexible spending account at work)

## Educational Expenses

- Form 1098-T* Tuition Statement from educational institutions (accounting transcript from college needed)
- Form 1098-E* Student Loan Interest Statement
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships received
- Receipts for classroom expenses up to \$250 (for educators grades K-12)

## State or Local Sales Taxes Paid

- Amount of state/local taxes paid (other than wage withholding), or amount of state/local sales taxes paid
- Personal property (motor vehicle) taxes paid (obtain from city/town website)
- Invoice showing vehicle sales tax paid

## Savings

- Form 5498* IRA Contributions
- CHET contributions and account number

## **Miscellaneous Deductions**

- Estimated taxes paid
- Alimony paid, SSN of recipient and Divorce Decree required
- Foreign taxes paid
- Gambling losses up to the amount of reported winnings

## **Other**

- IRS Notice 1444* Economic Impact Payment
- Bank name, routing number and account number for direct deposit (cancelled check)
- Other account number for direct deposit if desired (savings, money market, health, or education accounts or certain IRAs)

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