

## **Alsa Tax Services-Tax Return Preparation Checklist**

Please print the tax to-do List below, look it over, and bring with you any of these documents that you have.

### **General Taxable Income**

- \_\_\_ W-2 Form(s) for Wages, Salaries, and Tips
- \_\_\_ Interest Income Statements: Form 1099-INT & 1099-OID
- \_\_\_ Dividend Income Statements: Form 1099-DIV
- \_\_\_ Sales of Stock, Land, etc. for Capital Gains: Form 1099-B
- \_\_\_ Sales of Real Estate: Form 1099-S
- \_\_\_ State Tax Refunds: Form 1099-G
- \_\_\_ Alimony Received or Paid
- \_\_\_ Unemployment Compensation Received
- \_\_\_ Miscellaneous Income: Form 1099-MISC

### **Retirement Income**

- \_\_\_ Retirement Income: Form 1099-R
- \_\_\_ Social Security Income and Railroad Retirement Income: Form SSA-1099

### **Business Income**

- \_\_\_ Business Income and Expenses
- \_\_\_ Rental Income and Expenses
- \_\_\_ Farm Income and Expenses
- \_\_\_ Form K-1 Income from Partnerships, Trusts, and S-Corporations
- \_\_\_ Tax Deductible Miles Traveled for Business Purposes

### **Tax Credits Checklist**

- \_\_\_ Child Care Provider Address, I.D. Number and Amounts Paid
- \_\_\_ Adoption Expense Information
- \_\_\_ Foreign Taxes paid
- \_\_\_ First Time Home Buyer Tax Credit

### **Expense and Tax Deduction Checklist**

- \_\_\_ Medical Expenses for the Family
- \_\_\_ Medical Insurance Paid

- \_\_\_ Prescription Medicines and Drugs
- \_\_\_ Doctor and Dentist Payments
- \_\_\_ Hospital and Nurse Payments
- \_\_\_ Tax Deductible Miles Traveled for Medical Purposes
- \_\_\_ Home Mortgage Interest from Form 1098
- \_\_\_ Home Second Mortgage Interest Paid
- \_\_\_ Real Estate Taxes Paid
- \_\_\_ State Taxes Paid with Last Year's Return (if claiming itemized deductions)
- \_\_\_ Personal Property Taxes Paid
- \_\_\_ Charitable Cash Contributions
- \_\_\_ Fair Market Value of Non-cash Contributions to Charities
- \_\_\_ Unreimbursed Expenses Related to Volunteer Work
- \_\_\_ Tax Deductible Mileage for Volunteer Purposes
- \_\_\_ Casualty and Theft Losses
- \_\_\_ Amount Paid to Professional Preparer Last Year
- \_\_\_ Unreimbursed Expenses Related to Your Job
- \_\_\_ Miles Traveled Related to Your Job
- \_\_\_ Union and Professional Dues
- \_\_\_ Investment Expenses
- \_\_\_ Job-hunting Expenses
- \_\_\_ IRA Contributions
- \_\_\_ Student Loan Interest Paid
- \_\_\_ Moving Expenses
- \_\_\_ Last Year's Tax Preparation Fee

#### **Tax Estimate Payments Checklist**

- \_\_\_ Estimated Tax Payments Made with ES Vouchers
- \_\_\_ Last Year's Tax Return Overpayment Applied to This Year
- \_\_\_ Off Highway Fuel Taxes Paid

#### **General Information**

- \_\_\_ Copy of Last Year's Tax Return
- \_\_\_ Social Security Numbers for You and Your Spouse
- \_\_\_ Educational Expenses for You and Your Spouse
- \_\_\_ Dependents' Names, Years of Birth, and Social Security Numbers

- \_\_\_\_ Dependents' Post High School Educational Expenses
- \_\_\_\_ Child Care Expenses for Each Dependent
- \_\_\_\_ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
- \_\_\_\_ Bank Account Number (BAN) (For direct deposit/debit purposes)