Tax Appointment Checklist

Personal Information:

- Prior year income tax return if you are a new client
- Name, date of births and social security numbers of dependents
  - Social Security cards and birth certificates for new clients
- Banking information if doing direct deposit
- Driver's License

Income Data Required:

- Wages and/or unemployment W-2's and 1099's
- Interest and Dividend information
  - Form 1099-DIV
  - Form 1099-INT
  - Form 1099-B
- Social Security statement
- State or local income tax refunds from prior year
- Pension/Annuity 1099-R's
- K-1's
- Gambling winnings and losses
- Alimony income or payments
  - Copy of divorce decree for new clients
- Rental income and expenses
- Self-employment income and expenses
- Foreign income
- Foreign bank account information

Expense/Deduction Data Required:

- Dependent care costs
  - Statement from daycare payments
- Education – Tuition and fees expenses
  - Form 1098-T
  - Tuition payment summary showing dates of tuition payments
- Medical expense details
- Mortgage/Home Equity Loan information
- Tax return preparation expenses
- Investment Expenses
- Real Estate Taxes
- Estimated tax payments to federal and state and dates paid
- Charitable contributions
- IRA contributions
- New home purchase or sale
  - Closing statements from purchase or sale or both