

Personal Data

- Social Security Numbers (including spouse and children)
- Child care provider: Name, address and tax I.D. or Social Security Number
- Alimony paid: Social Security Number

Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: Forms 1099-G
- Miscellaneous income including rent: Forms 1099-MISC
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winning
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses

Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid

- Early withdrawal penalties on CDs and other time deposits

Automobiles

- Personal property tax information

Expenses

- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

Self-employment Data

- Business income: Forms 1099-MISC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

Educators Tax Checklist

- Professional Fees & Dues (Including Alumni, Association, Credentials, License, Parent Teacher Groups, School Dues, Union Dues and Others)
- Continuing Education (Including Course fees, Registration fees, Lab fees, Materials and Supplies, Photocopy Expenses, Reference Materials, Research Expenses, Seminar fees, Textbooks, Test books, Transcripts, Tuition)
- Telephone Expense (Including Fax, Pager, Toll Calls, Cell Toll Calls)
- Auto Travel (Including away from Home Overnight, Between Jobs or Locations, Continuing Education and Seminars, Field Trips, Library, Meetings, Purchasing, Professional Society Meetings, School Functions, Parking Fees, Tolls)
- Travel Out of Town (Including Airfare, Car Rental, Parking, Taxi, Public Transportation, Lodging, Meals, Porter, Laundry, Tolls, Telephone Calls, Other)
- Classroom Supplies (Including Arts and Crafts materials, Audio Visual Rentals, Audio Visual Supplies, Books, Classroom Decorations, Computer Software, Film and Processing, Grading Expenses, Magazines and Newspapers, Music, Paper, Party Supplies, Photocopy, Printing, CD's, Stationery,

Student Prizes and Award, Trophies, Visual Aids, Video Tapes, DVD's, Other)

Miscellaneous Expenses (Including Liability Insurance, Periodicals, Professional Subscriptions, Resume, Other)

Miscellaneous Tax Documents

Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records

IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees

Records to document medical expenses

Records to document casualty or theft losses

Records for any other expenditures that may be deductible

Records for any other revenue or sales of property that may be taxable or reportable