

Simple Tax Preparation Checklist

This is a very simple tax prep checklist. Use this tax records checklist as a starting point to create a more detailed personalized checklist.

- Social Security numbers for self, spouse, and kids/dependents
- Bank account and routing number for refunds and payments
- Last years tax return
- w-2(s) Income
- 1099(s) Income from employment, investments, winnings and tax returns
- 1098(s) Interest paid on mortgage loan, home equity loan, education loan
- Records Adoption expenses
- Records Alimony received or paid
- Records Business income + expenses (including business use of home + vehicle)
- Records Car taxes paid
- Records Child care provider Tax ID and Child care expenses
- Records Charitable contributions
- Records Educational expenses paid
- Records Educators expenses paid
- Records Energy efficient home improvement!*
- Records Investment expenses
- Statements Investment Buy/Sell Confirmations (stock/mutual fund or other capital assets)!*
- Statements IRA contribution
- Statements IRA contribution - Nondeductible!*
- Records Job-related expenses - unreimbursed (dues & fees, subscriptions, uniforms, travel)
- Records Job search expenses -- related field and/or moving expenses if related to new job
- Records Medical expenses if they total more than 7.5 percent of adjusted gross income
- Records Other sources of income not reported on a 1099 (tips, gifts and winnings)
- Statements Personal property/real estate taxes paid
- Records Tax-prep programs and professional fees
- Records Theft and Casualty losses
- Records Volunteer expenses

Records. A basic record is proof of payment. Proof of payment alone is not proof that the item claimed on your return is allowable. You also should keep other documents that will help prove that the item is allowable. The IRS has specific record-keeping requirements for each adjustment, deduction or credit. It is your responsibility to collect the records that prove your adjustment, deduction or credit. IRS Publication 552 is a good start.

*Use for current return but keep in Vital File for future tax returns. ! Keep in Vital File for future tax return needs.

- Bank statements
- Credit card statements (if tax related charges appear)
- Investment statements
- Home improvement expenses!

Keep in Vital File

Updated Twice Yearly

