

## Tax Preparation Checklist

H&R Block has designed this checklist as your personal guide to compiling your tax documents. It is not a legal document; it may, however, save you time and remind you which tax documents you've accrued throughout the year.

### 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(s) 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)
- Un-reimbursed expenses related to volunteer work
- Un-reimbursed 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

## 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
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