Lina’s Tax Team
Tax Preparation Checklist

***Please be sure to bring your paperwork for your tax appointment.** ONLY be concerned with the documents that are relevant to you. We look forward to working with you!

Personal Information:
- Social Security Numbers of all family members including spouse and children.
- Childcare provider information including name, address, and tax identification number or social Security number.
- Last year's tax return (if a new client).
- A check for direct deposit and for tax preparation payment. We do not accept credit cards.

Employment & Income Information:
- W-2 forms from all employers.
- Unemployment compensation (Form 1099-G).
- Self-employed (1099-Misc).
- Miscellaneous income, including rent (Form 1099-MISC).
- Partnership, S Corporation, & trust income (Schedules K-1).
- Pensions and annuities (Forms 1099-R).
- Social Security year-end statement/RR1 benefits (Forms RRB-1099).
- Alimony received.
- Jury duty pay.
- Gambling and lottery winnings (Forms W-2G).
- Prizes and awards.
- Scholarships and fellowships.
- State and local income tax refunds (Form 1099-G).
- Amounts of other income such as hobby income, disability, judgments from lawsuits, inheritances.

Self-employment Information:
- Business income (from Form 1099-MISC and/or personal records).
- Partnership SE income (Schedule K-1).
- Business-related expenses (receipts, other documents & personal records).
- Business mileage for car and any new assets purchased.
- Self-employed health insurance.
- Employment taxes & other business taxes paid for current year (personal records).

Financial Assets:
- Interest income statements (Form 1099-INT & 1099-OID) from banks and credit unions.
- Dividend income statements (Form 1099-DIV) from stockbrokers, mutual fund companies.
- Proceeds from broker transactions (Form 1099-B) from stockbrokers (Buy – sell statements relating to securities transactions).
- Retirement plan distribution (Form 1099-R) from retirement income from pensions, IRA’s, etc.

Financial Liabilities:
- Auto loans and leases if vehicle used for business - account numbers and car values.
- Student loan interest paid.
- Early withdrawal penalties on CDs and other time deposits.

Homeowner/Renter Information:
- Residential address for the current tax year.
- Mortgage interest (Form 1098).
- Sale of your home/real estate (Form 1099-S).
- Interest on second mortgage.
- Real estate taxes paid.
- Rent paid during tax year.
- Moving expenses.

Automobiles:
- Personal property tax information (ownership tax on auto registration).

Miscellaneous Tax Documents:
- Federal, state & local estimated income tax paid for current year (estimated tax vouchers,   cancelled checks & personal payment records).
- IRA, Keogh and other retirement plan contributions (distinguish between self and employees).
- Records to document medical expenses not reimbursed by insurance (include insurance premiums).
- Records to document casualty or theft losses.
- Records for any other expenditure that may be deductible.
- Records for any other revenue or sales of property that may be taxable or reportable.
- All other related tax documents.
- Any correspondence received from the IRS or State taxing agencies

Expenses:
- Child and dependent care expenses.
- Medical expenses.
- Donations of goods (not cash or check) with details of amount, to whom, and items etc with receipt.
- Non-reimbursed expenses related to volunteer work.
- Non-reimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions).
- Investment expenses.
- Safe deposit box expenses.
- Job-hunting expenses.
- Job-related education expenses.
- Gifts to charity (qualified written statement from charity for any single donations in excess of $250).
- Adoption expenses.
- Alimony paid.
- Tax return preparation expenses and fees from prior year.