AccountAbility
Your Tax & Bookkeeping Experts

Tax Return Checklist

Personal Information

- ☐ Social and Date of Birth for you, your spouse, your dependants and anyone living in your house
- ☐ Copy of last year's tax return
- ☐ Bank Account information for direct deposit or auto pay
- ☐ Form 8332 signed if you are claiming a child living outside your home

Forms

Employed:

- ☐ Form W-2 for you and your spouse

Retirement Income:

- ☐ Pension/IRA/Annuity Income(1099-R)
- ☐ Social Security/RRB Income (1099-SSA, RRB-1099)
- ☐ Traditional IRA basis

Self-Employed:

- ☐ Forms 1099, Schedules K-1, Income records to verify amounts not reported on 1099s
- ☐ Totals for expenses by category including bank, credit card and cash transactions
- ☐ Office in the Home information
- ☐ Tax Id number for business, payroll records (if applicable)

Unemployed:

- ☐ Unemployment (form 1099-G)

Rental Income:

- ☐ Total for rents received and expenses
- ☐ Settlement sheets for any new property purchased, sold, or refinanced.

Other Income & Losses:

- ☐ Gambling Income (W-2 G)
- ☐ Prior year State tax refund (1099-G)
- ☐ Jury Duty Income
- ☐ K-1 from any estate, trust, partnership or S-Corp you or your spouse have interest in
- ☐ **Misc 1099's:**
- ☐ 1099-B from investment activity
  1099-int from bank that paid you $10 or more
- ☐ 1099-Div reporting dividends earned/paid

Write Offs/Deductions

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real Estate Tax statement if you do not escrow
- ☐ Total paid to town when registering vehicles/toys (in MA excise tax)
- ☐ Receipts for energy-saving home improvements

Donations

- ☐ Total for monetary donations to non-profit organization
- ☐ Total estimated thrift store value of clothing or items donated
- ☐ Form 1098C for cars donated
- ☐ Total volunteer or charitable miles as well as out of pocket expenses

Tax Return Checklist

Write/offs/Deductions Continued

Medical

- ☐ Total paid to Doctors, specialist, hospitals etc
- ☐ Total medical portion paid to nursing home or long term care facility
- ☐ Total out of pocket costs for prescriptions
- ☐ Total out of pocket for dental or vision expenses

Insurance

- ☐ Form 1095-A if anyone in your household had Marketplace Health Insurance
- ☐ Total Long term care premiums for each person
- ☐ Details for out of pocket insurance premiums
- ☐ Form 1099 B/C if your state has health insurance mandate

Education

- ☐ Form 1098 C for Student Loan Interest
- ☐ Form 1098 T for tuition paid to a college Total out of pocket for books, lab fees, etc not included in tuition
- ☐ Form 1099-Q for 529 plan distributions
- ☐ Daycare expenses, include name, address and tax id number of each daycare

Retirement & Other Savings

- ☐ Totals for amounts paid to SEP, SIMPLE, IRA, ROTH, or HSA

Taxes Paid

- ☐ Records of estimated tax payments(1040-ES)

Alimony

- ☐ Date of Divorce/Separation
- ☐ Total amount received or paid for the year

List any questions or concerns below: