

## 2017 TAX PREPARATION CHECKLIST

### PERSONAL INFORMATION

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- Your social security number or tax ID Number
- Your spouse's full name and social security number

### DEPENDENT INFORMATION

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- Birthdate and social security numbers or tax ID numbers
- Childcare records (Including childcare provider's social security number or Tax ID)
- If applicable, Form 8832 showing the child's custodial parent is releasing their right to claim the child to the noncustodial parent. (If applicable)

### INCOME

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#### Employed

- Forms W-2

#### Self Employed S-Corporation or Partnership

- Schedule K-1
- Unreimbursed Employee/Business Expenses

#### Self Employed Sole Proprietor (Schedule C)

- Forms 1099-MISC and/or all other income records
- Records of all expenses (check register, credit card statements, and/or receipts)
- Record of auto mileage (total miles, business miles, commuting miles, and other personal miles)
- Home office information, if applicable
- Record of estimated tax payments paid

#### Rental Income

- Record of income and expenses
- Rental asset information for depreciation (cost, date placed in service, etc.)
- Record of estimated tax payments made

## Retirement Income

- Form 1099-R (Pension/IRA/Annuity Income)
- Form 1099-SA or 1099-RRB (Social Security or Railroad Retirement income)
- IRA basis records, if applicable

## Savings & Investment Income

- Interest and dividend income (Forms 1099-INT, 1099-OID, 1099-DIV)
- Stock or other property sales (1099-B, 1099-S)
- Dates of acquisition and record of cost or other basis in property you sold, if applicable.
- Expenses related to investments

## Other Income & Losses

- Gambling Income (W-2G, other income and expense records)
- Jury Duty Pay
- Trust Income
- Royalty Income
- Alimony received with ex-spouse's name and social security number.

## DEDUCTIONS

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### Above the Line

- Educators expenses records, (\$250 above the line, remaining goes to misc. itemized deductions)
- Health Savings Account contributions
- Qualified moving expenses
- Traditional IRA Contributions
- Self-Employed Retirement Plans
- Self-Employed Health Insurance
- Alimony paid with ex-spouse's name and social security number
- Tuition and fees (optimize between deduction and credit)

### Home Ownership

- Mortgage Interest Form 1098
- Real estate of personal property tax records
- Receipts for energy-savings home improvements (HVAC, insulations, doors, etc.)

## Charitable Donations

- Amounts, dates, and other records of cash donations to your qualified charity
- Values, dates, and other records of non-cash donations to your qualified charity
- Miles driven for charitable purposes (To perform charitable services or drop off non-cash contributions)

## Medical Expenses (Limited to 10% or 7.5% of AGI)

- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Form 5498-SA for HSA contributions
- Amounts paid for health insurance
- Amounts paid to doctors, dentists, and hospitals
- Amounts paid for prescriptions
- Amounts paid for long term care premium
- Auto miles driven for medical purposes
- All other medical expenses

## Health Insurance

- Form 1095-B and/or 1095-C if you had insurance through an employer or insurance company
- Form 1095-A if you enrolled in insurance through the Marketplace

## Childcare Expenses

- Amounts paid to a daycare center, babysitter, summer camp, or other care provider to care for a qualifying child under age 13

## Education Expenses

- Form 1098-T, tuition statement from educational institutions
- Receipts for qualified educational expenses (books, supplies, equipment, etc)
- Records of any scholarship or grants received
- Form 1098-E, student loan interest statement

## State & Local Taxes or Sales Tax

- Amount of state/local income tax paid or amount of sales tax paid
- Invoice showing amount of vehicle sales tax paid (or other large purchases)

## Miscellaneous Itemized Deductions

- Unreimbursed employment related vehicle expenses
- Employment related expenses (dues, publications, tools, uniforms, etc.)
- Job-hunting expenses
- Amount of prior year tax return preparation