

WISELY ADVISED

Before you start preparing your tax return, please go through our checklist. Not all categories will apply to you, but these items will help you get familiar with the questions we will be asking you and the items needed to prepare your tax return.

Once you are ready to file, please give us a call at (708) 572-3001.

PERSONAL INFORMATION

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

DEPENDENT INFORMATION

- Birthdate and social security numbers or tax ID numbers
- Childcare record (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

EMPLOYED

- Forms W-2

SELF EMPLOYED S-CORPORATION OR PARTNERSHIP

- Schedule K-1

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

- Gambling Income/Losses (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

ABOVE THE LINE DEDUCTIONS

- Educators expenses records
- Form 1098-E, student loan interest statement
- Health Savings Account contributions
- Traditional IRA Contributions
- Self-Employed Retirement Plans
- Self-Employed Health Insurance
- Alimony paid with ex-spouse's name and social security number

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, date, and other records of cash donations to your qualified charity
- Values, date, 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

- 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

STATE & LOCAL TAX DEDUCTIONS

- 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)

FEDERALLY DECLARED DISASTER

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if my county has been declared a federal disaster area