

# TAX ORGANIZER CHECKLIST

## PERSONAL INFORMATION

### Copy of prior year tax return

### Social Security number for

- You, your spouse and dependents

### Childcare costs

- Cancelled checks or invoices
- Provider's name, address and tax ID or social security number

### Educational costs

- Tuition bill or cancelled checks for post-high school education

### Adoption costs

- Social security ID of adopted child
- Receipts or cancelled checks for legal fees, transportation and other costs

## INCOME INFORMATION

### Income from jobs

- W-2 forms for all employers

### Investment income

- Interest – Form 1099-INT
- Dividends – Form 1099-DIV
- Proceeds from the sale of stocks, bonds, etc. – Form 1099-B
- Confirmation of purchase for all stocks, etc. sold
- Income from foreign investments – Usually found on brokers statement

### Income from state and local income tax refunds

- Form 1099-G from state or local government
- Prior year state income tax return
- Prior year local income tax return

### Alimony

- Bank statements or record of deposits

### Business or farming income

- Federal EIN
- State EIN
- Form 1099-MISC for business or farm income
- Accounting records for your business OR
- Bank statements, cancelled checks, billings, payroll records

### In addition you need

- Invoices for major machinery, equipment, furniture, etc. purchases
- Logs or records listing vehicle mileage
- Inventory records, if maintained

### If you use your home for business

- Square footage of your home office
- Square footage of your entire home
- Total rent paid, if home is rented
- Mortgage interest from Form 1098
- Property tax payments
- Home owner's insurance payments
- Invoices for repairs and maintenance on your house
- Utility bills

## IRA/pension distributions

- Form 1099-R
- Account summary form for the year for your IRA accounts

## Rental property income

- Profit & loss statement from your property manager
- Form 1099-MISC or other records for rental income paid to you
- Mortgage interest (Form 1098)
- Property tax payments
- Checkbook or cancelled checks for expenses

## Unemployment income

- Form 1099-G from state unemployment agency OR
- Check stubs and deposit records

## Social Security benefits

- Form SSA-1099

## Miscellaneous income

- Jury duty
- Form W-2G for gambling and lottery winnings
- Receipts or records for all gambling purchases
- Form 1099-MISC for prizes and awards you received
- Form 1099-MSA for distributions from medical savings accounts
- Directors fee receipts
- Scholarship records (if you used the money for anything other than tuition, books, and supplies)

## ADJUSTMENTS

### IRA contributions

- Year end account summary or bank statements

### Student loan interest

- Form 1098-E OR
- Loan statements

### Medical savings account contributions

- Account statements OR
- Cancelled checks

### Moving expenses

- Paycheck stub for reimbursement
- Moving company invoices OR
- Cancelled checks

### Self-employed health insurance

- Insurance premium bills OR
- Cancelled checks

### KEOGH & SEP pension plans

- Year-end account summary OR
- Cancelled checks

### Alimony

- Cancelled checks

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## ITEMIZED DEDUCTIONS

### **Medical and dental expenses**

- Medical bills or cancelled checks
- Form SSA-1099 for Medicare premiums paid from your Social Security benefits
- Year-end pay stub if premiums were paid through your wages (only if the deductions were after-tax)
- Mileage records for trips to the doctor, clinics, etc.

### **Taxes**

State and local income taxes

- Last year's state income tax return
  - W-2's
  - Cancelled checks for state estimates paid
- Real estate Taxes:
- Tax bills or cancelled checks
  - From 1098 or closing statement if you bought, sold, or refinanced property in the current year

Personal Property Taxes:

- Tax bills or cancelled checks
- Automobile licensing bills, if fees are charged annually based on value

### **Interest you paid**

Home mortgage interest:

- Form 1098, OR
  - Your mortgage statement or bill for January
- Points:
- Form 1098 if you purchased a home
  - Your tax return if you refinanced in a prior year
  - Interest paid on investment loans:
  - Brokers' statements showing margin interest paid
  - Loan statements for loans taken out to purchase investments

### **Charitable donations**

Cash donations:

- Charity, receipts or cancelled checks
- Records of the mileage incurred for charitable purposes (Scouts, etc.)

Donations of property:

- Receipts from charitable agency
  - Estimated value of property given
  - Appraisal fees for expensive donations
- Other charitable donations:
- Prior years' tax returns if you have unused charitable contributions (carryovers) from earlier years
  - Year-end paycheck stub if donations were paid through your wages

### **Casualty and theft losses**

- Description of property damaged or stolen
- Receipts or cancelled checks showing cost of property
- Insurance policy and insurance reports showing reimbursement
- Appraisal fees if applicable

### **Job expenses**

- Reimbursement check stubs or reports from your employer
- Job travel information:
  - Invoices, receipts, or ticket stubs for transportation

- Mileage records per vehicle used
- Hotel bills
- Restaurant tickets showing name and address of establishment
- Parking fee receipts
- Union dues – Paycheck stub for automatic withdrawals
- Gifts to clients, etc. – Receipts showing date, cost, description
- Supplies – Receipts or bills
- Property purchased for use in your work – Invoices, receipts
- Uniform costs – Bills or paycheck stubs showing deductions
- Seminar fees – Receipts or invoices
- Professional publications and books – Receipts or invoices
- Receipts for small tools and supplies
- Job search expenses
  - Long-distance call bills
  - Resume costs (printing, mailing, resume service, etc.)
  - Transportation bills and mileage records
  - Employment agency fees
  - Career counseling costs
- Job-related education expenses:
  - Tuition, fee, and book receipts for education that maintains or improves your present skills
  - Transportation receipts
  - Lodging receipts if you take classes away from home

### **Other miscellaneous deductions**

- Tax return preparation fees – Invoices or cancelled checks
- Cost of tax return preparation software and books – Receipts or cancelled checks
- Safe deposit box rental fees from bank invoice or statement
- IRA custodial fees (if paid from a non-IRA account)
- Payroll records for office workers managing your investments
- Investment advice: invoices or bills

## TAX PAYMENTS

- Quarterly estimated tax payments – Records showing the date paid and amount
- If you applied a tax overpayment – your prior income tax return
- If you filed for an extension for your prior year tax return – Cancelled checks for payments you made with the extension

J Campbell I, CPA LLC

