Tax Preparation Checklist

Please bring all applicable forms to your tax preparation appointment.

Personal Information

- ☐ Social Security Card(s) (if a new client)
- ☐ Driver's License(s) (if a new client)
- ☐ Prior two years of tax returns (if a new client)

Dependent(s) Information

- ☐ Dependents' Social Security Numbers and Dates of Birth (if a new client or new dependent)
- ☐ *Form 8332* Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent if applicable

Affordable Care Act Compliance

- ☐ One or more of the following:
  - ☐ *Form 1095-A* Health Insurance Marketplace Statement
  - ☐ *Form 1095-B* Minimum Essential Health Coverage
  - ☐ *Form 1095-C* Employer Provided Health Insurance
  - ☐ Marketplace Exemption Certificate Number (ECN)

Sources of Income

Employment Income

- ☐ *Form W-2* Wage Statements
- ☐ IRS *Form 1099-G*/CT *Form UC1099-G* Unemployment Compensation (Obtain CT document online at www.ctdol.state.ct.us/)
- ☐ *Form 1099-MISC/1099-K* Self-Employed Business Income
- ☐ Records of other self-employment income not reported on a *1099*
- ☐ *Form 1099-G* State Income Tax Refund Amount

Retirement Income

- ☐ *Form 1099-R* Distributions from Pension/Annuity/IRA
- ☐ *Form SSA-1099* Social Security Benefit Statement
- ☐ Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed
- ☐ *Form RRB-1099* RRB Tax Statement

Rental Income

- ☐ Income and expenses from rentals (organizer available at bgtax.com/forms-links)
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation

Investments or Dividends

- ☐ *Form 1099-INT* Interest Income
- ☐ *Form 1099-DIV* Dividend Income
- ☐ *Form 1099-OID* Original Issue Discount
- ☐ *Form 1099-B* Information of Sales of Stocks or Bonds (including original cost of securities)
- ☐ *Form 1099-S* Proceeds from Real Estate Transactions
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on *1099-B*)

Other Income & Losses

- ☐ Alimony Received
- ☐ *Form W-2G* Lottery or Gambling Winnings, and records showing income and expenses
- ☐ *Schedule K-1* Income from Partnerships, S Corporations, Trusts, and Estates
- ☐ *Form 1099-C* Cancellation of Debt
- ☐ *Form 1099-A* Abandonment of Secured Property
- ☐ *Form 1099*-Q Payments from Qualified Education Programs (529 plan or Coverdell ESA)
- ☐ *Form 1099-LTC* Long Term Care Benefits Payments
- ☐ *Form 1099-SA* Distributions from a Health Savings Account
- ☐ *Form 1099-MISC* Prizes, awards or royalty income

Deductions

Self-Employment Business Expenses

See organizer available at bgtax.com/forms-links

- ☐ Records of all business expenses if self-employed, including check registers, credit card statements, receipts, and vehicle related expenses (tolls, mileage, parking, gas, maintenance, property tax, license)
- ☐ Home office information for self-employed, including square footage of office and entire home

Medical Expenses

- ☐ *Form 5498-SA* Health Savings Account contributions
- ☐ Medical expenses paid for insurance and to doctors or hospitals, eyeglasses, prescriptions, therapy equipment, hearing aids, bandages, crutches, therapy pool, and dental expenses (including mileage) See *Publication 502* on IRS.gov.
- ☐ Health insurance and long-term care premiums paid (after tax premiums)

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations (>$250 requires documentation from charity)
- ☐ Records of non-cash charitable donations (required worksheet available at bgtax.com/forms-links)
- ☐ Mileage driven for charitable purposes

State or Local Sales Taxes Paid

- ☐ Amount of state/local taxes paid (other than wage withholding), or amount of state/local sales taxes paid
- ☐ Real estate and personal property (e.g. auto, boat, RV) taxes paid (obtain from city/town website)
- ☐ Invoice showing vehicle sales tax paid

Home Ownership Expenses

- ☐ Record of Purchase or Sale of Residence (HUD Settlement Closing Statement)
- ☐ *Form 1098* Mortgage or Home Equity Loan Interest Statement
- ☐ For each *Form 1098* we require:
    - ☐ Beginning loan balance 1/1/18 and ending balance 12/31/18
    - ☐ Acquisition costs of property
    - ☐ Major improvements
    - ☐ If a Home Equity Loan, documentation of home improvements or explanation of alternate use of funds

Educational Expenses

- ☐ *Form 1098-T* from educational institutions (Must also obtain accounting transcript from college)
- ☐ *Form 1098-E* Student Loan Interest Statement
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships received
- ☐ Receipts for classroom expenses up to $250 (for educators grades K-12)

Child Care Expenses (under age 13 or disabled)

- ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler (Required: Name, address and SSN or Tax Identification Number of provider)
- ☐ Fees paid to a qualified day camp

(Expenses paid through a pre-tax flexible spending account are not deductible)

Miscellaneous Deductions

- ☐ Estimated taxes paid
- ☐ *Form 5498* IRA Contributions
- ☐ CHET contributions and account number
- ☐ Alimony paid (SSN of recipient and Divorce Decree required)
- ☐ Moving expenses (only if active military)
- ☐ Foreign taxes paid
- ☐ Gambling losses up to the amount of reported winnings

Other

- ☐ Routing number and bank account number for direct deposit (cancelled check)
- ☐ Other account number for direct deposit if desired (savings, money market, health, or education accounts or certain IRAs)
- ☐ Most recent pay stubs for 2019 withholding review

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