



Tee's Bookkeeping Service

Personal & Business Taxes (Tee's Taxes) - Payroll Taxes - Bookkeeping

Call Terena Meador to schedule your appointment today! 540-505-4200

Tax Preparation Check List

Personal Information

- ☐ Social Security numbers and dates of birth for you, your spouse, your dependents
- ☐ Copies of last 2 year's tax return for you and your spouse. We can check to make sure you received the most deductions from prior years.
- ☐ Bank account number and routing number, if depositing your refund directly into your account.

Income Information

- ☐ W-2 forms for you and your spouse
- ☐ 1099-C forms for cancellation of debt
- ☐ 1099-G forms for unemployment income, or state or local tax refunds
- ☐ 1099-MISC forms for you and your spouse (for any independent contractor work)
- ☐ 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- ☐ 1099-S forms for income from sale of a property
- ☐ 1099-INT, -DIV, -B, or K-1s for investment or interest income
- ☐ SSA-1099 for Social Security benefits received
- ☐ Alimony received
- ☐ Business or farming income - profit/loss statement, capital equipment information
- ☐ Rental property income and expenses: profit/loss statement, suspended loss information
- ☐ Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer.
- ☐ Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Income Adjustments

These items will help get a larger refund or reduce the amount you may owe.

- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- ☐ For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Records of IRA contributions made during the year
- ☐ Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- ☐ Records of Medical Savings Account (MSA) contributions
- ☐ Self-employed health insurance payment records
- ☐ Records of moving expenses
- ☐ Alimony paid
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plans.

Taxes You've Paid

- ☐ State and local income taxes paid
- ☐ Real estate taxes paid
- ☐ Personal property taxes
- ☐ Vehicle license fees based on value of vehicle

Other Information

- ☐ Estimated tax payments made during the year (self-employed)
- ☐ Prior-year refund applied to current year and/or any amount paid with an extension to file.
- ☐ Foreign bank account information: location, name of bank, account number, peak value of account during the year.

Deductions and Credits

Make sure you get all the deductions and credits you deserve.

- ☐ Child care costs: provider's name, address, tax ID, and amount paid
- ☐ Education costs: Form 1098-T, education expenses
- ☐ Adoption costs: SSN of child; records of legal, medical and transportation costs
- ☐ Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- ☐ Investment interest expenses
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- ☐ Medical and dental expense records
- ☐ Casualty and theft losses: amount of damage, insurance reimbursements
- ☐ Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- ☐ Records of home business expenses, home size/office size, and home expenses.
- ☐ Rental property income/expenses: profit/loss statement, rental property suspended loss information