



Personal Information

- Full names of filers and dependents
- Social Security numbers of all filers and dependents
- Dates of birth for all filers and dependents
- Current address, phone #s, occupations
- Copy of last year's federal and state tax returns (unless prepared here)
- Amounts and dates of any quarterly tax estimates paid
- Bank account number and routing number for direct deposit
- Copy of driver's licenses for filers

Income Information

- W-2 forms
- Retirement income or retirement plan distributions (Form 1099-R)
- Social Security (Form SSA-1099) or Railroad Retirement benefits (Form RRB-1099)
- Interest income (Form 1099-INT, 1099-OID)
- Dividend income (Form 1099-DIV)
- Proceeds from broker transactions (Form 1099-B)
- Partnership, S Corporation, or trust income (Schedule K-1)
- Sale of home or other real estate (Form 1099-S & Settlement Statement)
- Self-employment income (Form 1099-MISC, 1099-NEC), Farm Income, Rental Income
- State or local income tax refunds (Form 1099-G)
- Unemployment compensation (Form 1099-G)
- Miscellaneous income (Form 1099-MISC)
- Any other income (alimony, jury duty, gambling, lottery, prizes, awards, scholarships, fellowships)

Expense Information

- Mortgage interest paid (Form 1098)
- Settlement statement from purchase of new home
- Second mortgage interest paid
- Real estate taxes paid
- Personal property taxes paid (vehicles, boats, trailers, etc.)
- Education expenses (1098-T, transcript of charges & payments, book receipts)
- Student loan interest paid (Form 1098-E)
- College fund contributions
- Charitable contributions
- Health care expenses, health insurance expenses (Form 1095-A if marketplace insurance)
- Long term care premiums paid
- Retirement plan contributions
- Income tax return preparation fees
- Business expenses, Farm Expenses, Rental Expenses (See Business/Farm/Rental Checklists)
- Child care expenses-names, addresses, tax IDs or SSN of provider(s)
- Alimony paid
- Adoption expenses