PERSONAL TAX RETURN (1040) CHECK LIST

____ Copy of **prior year return**

____ **Birthdates for taxpayer, spouse & listed dependents**

(Social Security numbers are also needed if not on return)

____ **All tax-related forms**:

- ____ **W-2's**
- ____ **1099's –** for any misc. income, interest or dividend income, and distributions
- ____ Social Security 1099, if receiving Social Security
- ____ Investment & brokerage statements – year end

<u>Itemized Deduction Items</u>:

____ Amount of any **medical expenses** not reimbursed by insurance, if significant

____ **Form 1098 Mortgage interest** statement

____ **Real estate taxes** paid during year (may be listed on Mortgage form1098)

____ **Points paid** on Mortgage loan (designate if refinanced or new home and loan term in years)

____ **Charitable contributions –** designate between cash & non-cash donations

Important: *<u>Provide the description, name & address of non-cash recipients</u>*

____ **Tax preparation fees** paid during tax year

____ Investment or safe deposit box expenses paid during tax year

____ **Estimated federal tax payments** made for tax return year - provide date(s) and amount(s)

____ **IRA contributions** related to current year, if any

____ Provide bank name, routing & account numbers for **direct deposit of refund**

____ Un-reimbursed **business expenses**

____ Un-reimbursed **business mileage** (do not include commuting miles)

Additionally, you will want to refer to our **BUSINESS INCOME AND EXPENSES** check-list if you have a home-based business.