MCILVAIN & ASSOCIATES CERTIFIED PUBLIC ACCOUNTANTS

**PERSONAL TAX RETURN (1040) CHECKLIST**

Copy of **prior year's tax return**

**Birthdates** for taxpayer, spouse and listed dependents; **social security numbers** for all parties filing a tax return

All tax related forms:

# W-2's

 **1099's-for** any misc. income, interest or dividend income, and retirement plan distributions

 **Social Security 1099,** if receiving Social Security

 Investment and brokerage statements -year end

# K-l's

 Rent and royalty 1099s

 Education related 1099's **(1099Q, 1098T)**

 Health care related forms **(1095A, 5498SA, 1099SA)**

Itemized Deduction Items:

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

**Form 1098** Mortgage interest statement

**Real estate taxes** paid during the year (may be listed on Form 1098)

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

**Charitable contributions-designate** between cash and non-cash

*Important: Provide the description, name* & *address of non-cash recipients* **Estimated federal tax payments** made for tax return year-provide date(s) and amount(s)

**IRA contributions** related to current year-please provide year end statements, Roth IRA & Regular IRA, if applicable

Provide bank name, routing & account numbers **for direct deposit of refund or automatic draft of taxes owed**

Additionally, you will want to refer to our **BUSINESS INCOME AND EXPENSES**

checklist if you have a home-based business. It is located on our website: [www.mcilvain.net.](http://www.mcilvain.net/)