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Tax Prep Checklist (Tax Year 2017)

The above article is intended to provide generalized financial information designed to educate a broad segment of the public; it does not give personalized tax, investment, legal or other business and professional advice. Before taking any action, you should always seek the assistance of a professional who knows your particular situation for advice on your taxes, your investments, the law or any other business and professional matters that affect you and/or your business.

Personal Info

- ❏ Social Security numbers, birthdates (Yourself, spouse, dependents)
- ❏ Bank account number & routing number (for refund direct deposit)

Income

- ❏ W-2 Forms (from employer)
- ❏ 1099-MISC (if independent contractor income)
- ❏ 1099-R, Form 8606 (distributions from IRAs & retirement plans)
- ❏ 1099- INT,DIV,B, or K-1 - Interest & investment Income (non-retirement assets)
- ❏ SSA-1099 (Social Security payments received)
- ❏ Alimony received
- ❏ Business income and expenses- Profit/loss statement
- ❏ Rental property income and expenses: Profit/loss statement

Adjustments to Income

- ❏ Form 1098-E student loan interest paid
- ❏ Form 1098-T tuition paid
- ❏ Record of IRA contributions (Often no form available until after you file, 2017 contributions)
- ❏ Record of HSA contributions (2017 contributions)
- ❏ Alimony paid
- ❏ Self-employed retirement plan contributions (2017)

Do You Itemize?

- ❏ Child care costs: (Provider: Name, Address, Tax ID, and paid amount)
- ❏ Education costs: Form 1098-T
- ❏ Form 1098- Mortgage interest, private mortgage insurance, & points paid
- ❏ Charitable donations: proof of donation, miles driven, & out of pocket expenses
- ❏ Home business expenses: Size of office/ size of home, home expenses (ex. utilities)

Taxes Paid

- ❏ Most Fed & State taxes paid are found on W-2
- ❏ State & local income taxes paid
- ❏ Property taxes paid
- ❏ Personal property taxes
- ❏ Vehicle licensing & fees paid
- ❏ Estimated taxes paid