2019 Tax Return Preparation Checklist

This is your 2019 Tax Checklist. Please review all the pages of this document. The purpose of the checklist is to remind you about taxable income and deductions that should be entered on your tax return. Many of the items on the checklist will not apply to your situation. However, it is essential to read the entire document and check those items that do apply to you. This will help you to look for forms and records of information needed to prepare your tax return. It also helps me to ask questions to make sure I file an accurate tax return.

You should print this document, fill it out, and use it to find all the necessary forms and records that will be needed to complete your tax return. Once you have all the documents, you can mail the checklist and documents to me, or you can upload them to your ShareFile folder. For instructions on uploading files to ShareFile, click here. (You can find this document at www.mstaxprep.com on the client's page.)

The information you are sending me is private and should not be sent as an attachment in an email. Email is not secure and should not be used as your tax documents have information that should be kept private, e.g., social security numbers, etc.

If we worked together last year, the information on your 2018 tax return automatically transferred to your 2019 return. There is no need to fill out the last page of the checklist.

If we didn't work together last year, you need to complete all the information on the Taxpayer Information form on the last page of this document. Also, unless you have already done so, please upload or send me copies of your 2017 and 2018 U.S. and State tax returns.

Personal Information (Existing Clients) – New clients complete page 5

- ☐ No changes in personal information from the 2018 tax return prepared by Mark Schwanbeck, or:
  - ☐ If you or your spouse renewed your drivers' license in 2019, provide copies of your current drivers' licenses
  - ☐ If you moved, provide the new address and related contact information.

Dependent(s) Information

- ☐ No changes in personal information from 2018 tax return prepared by Mark Schwanbeck, or
  - ☐ Date of birth and social security number for each new dependent
  - ☐ Childcare provider records including provider's tax ID numbers and the amount paid to each provider
  - ☐ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)
  - ☐ Dependents you claimed last year who are no longer living in your home and are not attending college
- ☐ Dependents' tax return information, if I will be preparing their tax returns

Sources of Income

Employed

- [ ] Forms W-2 from each employer where you or your spouse worked during the tax year

Unemployed and State Tax Refund

- [ ] Unemployment or state tax refund (Form 1099-G)

Self-Employed

- [ ] Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
- [ ] Records of all expenses – check registers, credit card statements, receipts, and/or accounting software reports
- [ ] New business-use asset information (description, cost, and date placed in service) for depreciation schedules
- [ ] List of business-use assets that were retired or sold, including sale prices
- [ ] Office in home information
- [ ] Record of estimated tax payments made for U.S. and State taxes

Rental Income

- [ ] Records of income and expenses
- [ ] New rental asset information (description, cost, and date placed in service) for depreciation
  Include purchase closing statement
- [ ] List of rental assets that were sold
  Include sales closing statements
- [ ] Record of estimated tax payments made for U.S. and State taxes

Retirement Income

- [ ] Pension/IRA/annuity income (1099-R)
- [ ] Traditional IRA basis (i.e., amounts you contributed to the IRA that was already taxed)
- [ ] Social security/RRB income (1099-SSA, RRB-1099)
- [ ] Savings & Investments or Dividends
- [ ] Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- [ ] Income from sales of stock or other property (1099-B, 1099-S)
- [ ] Dates of acquisition and records of your cost or other basis in the property (e.g., stocks, mutual funds, or ETFs) you sold (required when the basis is not reported on 1099-B)
- [ ] Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- [ ] Expenses related to your investments
- [ ] Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

- ☐ At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency.
  New for 2019: The question above appears on the top of Schedule 1 of your tax return. I will check the box on Schedule 1 as NO unless you tell me that you owned or traded virtual currencies in 2019. Ask me if you have any questions.
- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Jury duty records
- ☐ Hobby income and expenses
- ☐ Royalty Income on Forms 1099 MISC
- ☐ Any other Form 1099s received
- ☐ Record of alimony paid/received with Ex-spouse's name and SSN. Include a copy of the divorce settlement agreement
- ☐ Documents from plan administrator for
  - Stock sales related to employee stock purchase plans or
  - Sale of restricted employer securities

Types of Deductions

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate tax and personal property tax (e.g., car tax) records
- ☐ Receipts for energy-saving home improvements
- ☐ All other Forms 1098

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, or other charitable organizations
- ☐ Records of non-cash charitable donations, including purchase price and current fair market value of items donated
- ☐ Amounts of miles driven for charitable purposes

Medical Expenses and Health Insurance (include medical expenses if the total exceeds 10% of income)

- ☐ Amounts paid for healthcare insurance and to doctors, dentists, hospitals, or drugs
- ☐ Amounts of miles driven for medical purposes
- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace Exchange
- ☐ Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e., an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)

Educational Expenses

- ☐ Forms 1098-T from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships you received
- ☐ Form 1098-E if you paid student loan interest

Educator Expenses

- ☐ Receipts for classroom expenses (for educators in grades K-12)

Retirement, HSA & Other Savings

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

Virginia Residents

- ☐ Automobile property tax bill

Massachusetts Residents

- ☐ Form 1099-HC Healthcare Insurance
- ☐ Renters: Name and address of landlord and amount paid for rent in 2019
- ☐ MBTA and EZPass expenses for commuting

Questions or Other Information You Want to Share With Me

Fill out this form if you have new information or if you are a new client and you have not filled out this form.

New Taxpayer Information

	Taxpayer	Spouse
Last Name		
First Name		
Middle Initial and Suffix	MI: Suffix:	MI: Suffix:
Social Security Number		
Occupation		
Cell Phone		
Work Phone		
Home Phone		
E-Mail Address		
Date of Birth (MM/DD/YYYY)		
Driver's License Number & State		
Driver's License Issue & Expiration Dates		
Street Address	APT#	
City		
State	Zip Code:	

Dependent Information

Last Name / First Name	MI / Suffix	Social Security Number / Relationship to Taxpayer	Date of Birth MM/DD/YYYY	Months Lived with Taxpayer	Child Care Expenses