Tax Appointment Checklist

	Event	Documents or Information Needed
1	Married, divorced, or separated	• Married - prior year returns of both spouses • Divorced - finalized date; copy of the divorce decree • Separated - copy of the separate maintenance agreement • Community property income allocation
2	Birth or Adoption	• Social Security cards and adoption papers
	Adoption Credit	• Expenses date and amount, date of adoption, special needs certification
3	Death of Child or Spouse	• Date of death
4	Additional members of household	• Date of occupancy and relationship
5	Job change	• Start date • Name of new employer • W-2s from new and old employers
6	Unemployment	• Unemployment Form
7	Retirement Contribution	• Type of plan • Amount of contribution
8	Retirement distributions	• Form 1099-R • Rollovers • RMDs
9	Social Security benefits	• Form 1099-SSA

	Event	Documents or Information Needed
10	Sale of stocks, bonds, etc	• Form 1099-B or other sale documents • Basis or original costs
11	Purchase of stocks, bonds, etc, personal residence or other real estate	• Purchase documents; closing papers
12	Inheritance	• Will, K-1 from the estate • Basis information
	Gifts made or gifts received	• Cash or property in excess of $17,000 per person • Description of property given, basis, donee name • Property - basis of donor
13	Trade of real property	• Date of trade, property given up and property received, basis and FMV • Qualified intermediary sales agreements or closing papers
14	Start or end a small business (Schedule C, LLC, S or C Corp, partnership	• Formation or termination dates • Property contributions or distributions • K-1 (if applicable)
	Business income/ expenses	• 1099-K received for use of credit cards • Inventory numbers (if applicable) • 1099-Misc or 1099-NEC received
15	Lawsuit settlements	• Date received • Reason for the settlement • 1099-MISC

	Event	Documents or Information Needed
16	Rental Property	• Income • Expenses • New property purchased
17	Prizes	• Form 1099-MISC • Value of prizes not included on form 1099-MISC
18	Lottery or gambling winnings	• Total amount won whether on W-2G or not • Total amount of losses
19	Health insurance, medical, dental, or drug expenses	• Health insurance premiums • Post-tax payments • Totals of other medical, dental, and drug expenses. If the health insurance is pre-tax (i.e. cafeteria plan, Sec.125, POP), premiums have already been deducted from the wage • Health Savings Account (HSA) information
	Medical miles	• Total medical miles driven January-Decemeber
	Health Insurance coverage verification	• Form 1095 A, B or C must be received from the marketplace, the insurance carrier, or your employer for every person included on the tax return
20	State income taxes; property taxes; sales taxes on vehicles, motorcycles, or homes	• Prior year's income tax return • Property tax bills • Closing papers from the purchase or sale of property • Letter from the state regarding any change on a prior-filed return
21	Home mortgage interest; refinance	• Closing papers with amount borrowed • Form(s) 1098 • Description of use of money
22	First-Time Homebuyer	• Distribution from IRA?
	Recapture / repayment 2008 credit	• Sale or change in use • Record of amount repaid
23	Charitable contributions of money, property, or out-of-pocket expenses	• Date and type of contributions • Knowledge that receipts from the organizations have been received • Statement regarding whether goods and services were received for donation • Mileage log for charitable work • Form 1098-C for vehicle or boat donation

	Event	Documents or Information Needed
	Charitable miles	• Total charitable miles driven
	Transfers from IRA to charity	• Brokerage statement showing transfer (Form 1099-R)
24	Job-related expenses for employees	• No longer deductible on the federal level
	Business miles	• Total miles driven per vehicle January-December ____________ • Business miles driven per vehicle January-December ____________
25	Education expenses	• Form 1098-T for parents or child (if the child is a student, the form will come to the child) • Actual expense record to verify expenses for credit/deduction purposes • Financial transcript from school needed to show when actual expenses were paid
	Student loan interest	• Interest record for student loans • Form 1098-E
26	Child or disabled spouse care	• Name, address, and ID number of the day-care provider • Amount paid to the provider (If the provider comes into your home, a W-2 may be required)
27	Energy credit	• Information regarding the purchase of solar, geothermal, fuel cell, or small wind energy property business or residence
28	Bankruptcy filing	• Date filed • Bankruptcy papers to show property rejected/returned by court
29	Debt forgiveness or abandonment of property: (principal residence debt forgiveness exclusion no longer exists)	• Form 1099-A for abandonment • Date property was taken by the bank or sold in foreclosure • Form 1099-C for cancellation
30	IRS or state communications	• Letters, additional taxes paid, changes in prior-year returns, installment agreements, or offers in compromise
31	Foreign investments or holdings	• Any foreign accounts? Did total exceed $10,000 at any time during the year? • Foreign business interests or stock of $50,000 or more? • Signature authority over foreign accounts?