

Tax Prep Services Checklist

Documents needed for Tax Prep services

1.Required documents:

- ☐ Copies of Driver's License or State IDs
- ☐ Social Security Cards
- ☐ Proof of Residence for dependents claiming EIC

2, Income documents:

- ☐ Income from jobs: forms W-2 for you and your spouse
- ☐ Investment income—various forms 1099 (-INT, -DIV, -B, etc.), K-1s, stock option information
- ☐ Income from state and local income tax refunds and/or unemployment: forms 1099-G
- ☐ Taxable alimony received
- ☐ Business or farming income—profit/loss statement, capital equipment information
- ☐ If you use your home for business—home size, office size, home expenses, office expenses
- ☐ IRA/pension distributions—forms 1099-R, 8606
- ☐ Rental property income/expense—profit/Loss statement, rental property suspended loss information
- ☐ Social Security benefits—forms SSA-1099
- ☐ Income from sales of property—original cost and cost of improvements, escrow closing statement, canceled debt information (form 1099-C)
- ☐ Prior year installment sale information—forms 6252, principal and Interest collected during the year, SSN and address of payer
- ☐ Other miscellaneous income—jury duty, gambling winnings, Medical Savings Account (MSA), scholarships, etc.

3.Other tax documents:

- ☐ IRA contributions
- ☐ Energy credits
- ☐ Student loan interest
- ☐ Medical Savings Account (MSA) contributions
- ☐ Self-employed health insurance payments
- ☐ Keogh, SEP, SIMPLE and other self-employed pension plans
- ☐ Alimony paid that is tax deductible
- ☐ Educator expenses
- ☐ State and local income taxes paid

- ☐ Real estate taxes paid
- ☐ Personal property taxes—vehicle license fee based on value
- ☐ Estimated tax payment made during the year, prior year refund applied to current year, and any amount paid with an extension to file.
- ☐ Direct deposit information—routing and account numbers
- ☐ Foreign bank account information—location, name of bank, account number, peak value of account during the year
- ☐ Tax deduction documents:
 - ☐
- ☐ Child care costs—provider's name, address, tax id, and amount paid
- ☐ Education costs—forms 1098-T, education expenses
- ☐ Adoption costs—SSN of child, legal, medical, and transportation costs
- ☐ Home mortgage interest and points you paid—Forms 1098
- ☐ Investment interest expense
- ☐ Charitable donations—cash amounts and value of donated property, miles driven, and out-of-pocket expenses
- ☐ Casualty and theft losses—amount of damage, insurance reimbursements
- ☐ Medical and dental expenses

Having these documents and information organized and accurate will help ensure smooth and accurate payroll processing for your business.



[Contact Us](#)

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