Tax Preparation Checklist

Use this checklist to gather your tax records and bring them with you for your tax appointment.

Personal Information

- Birthday and social security for all family members
- Your occupation and your spouse's occupation
- Home address, phone number and e-mail address
- Copy of your most recently filed tax return, if not prepared in our office
- Record of federal and state estimated tax payments made for the current tax year
- Amount paid with extension
- Account and routing numbers for the account(s) where your refund will be deposited

Income Information

- W-2 Form(s) for Wages, Salaries, and Tips
- Interest and Dividend Statements 1099-Int/1099-Div
- Social Security Statement
- IRA, Pension/Retirement distribution statements 1099-R
- Sales of Stock, Land, etc.: Form 1099-B or 1099-S
- Brokerage Year-End Tax Statements
- Cost Basis for all stock/mutual fund sales
- Sales proceeds and cost information for real estate sales
- Miscellaneous Income: Form 1099-MISC
- State Refund Form 1099-G
- Rental income and expenses
- Self employment income, expenses and equipment purchases
- Alimony received
- Unemployment Compensation Form 1099-G.
- Partnership, Estate or S-Corporation Schedules K-1
- Jury duty pay. Data should come from the court clerk
- Gambling and lottery winnings
- Tax-exempt interest
- Any other income received during the year

Deductions

- IRA or other retirement fund contributions
- HSA contributions
- Mortgage and home equity interest statements
- Real estate taxes paid and real estate taxes billed (provide copies of property tax statements)
- License taxes paid on your vehicles and boats to the Secretary of State
- Savings withdrawal penalty
- Prescription Drugs

- Doctor and Hospital Bills
- Other medical bills like physical exams, eyeglasses and medical insurance
- Charitable Donations-Cash, household goods and out-of-pocket expenses, (a receipt is required)
- Investment interest (Margin Interest)
- Moving Expenses (if your move was more than 50 miles and job related)
- Teacher out-of-pocket expenses
- Student loan interest (Form 1098-E)
- Job-hunting expenses
- Adoption expenses
- Alimony paid & Social Security number of recipient
- Tax Preparation Fees
- Safe Deposit Box
- Union Dues, uniforms and work related safety equipment
- Investing Publications and expenses
- Employee non-reimbursed expenses
- Business vehicle description and Business miles driven (do not include commuting miles)

Credits

- Child Care Credit: Provider's address and tax I.D. and amount paid to provider for each child.
- Tuition Credit: Receipts for tuition (or cancelled checks) for post-high school education and tuition statement - Form 1098-T required (include total for books as a separate amount)
- Savers Credit: Amount contributed to a retirement savings plan and type of plan. Provide documentation of contribution.
- Michigan Rent Credit: Landowner’s name and address and the amount paid each month for rent.

Healthcare Coverage

- If anyone on your return had coverage through the healthcare exchange you will receive a form 1095-A that you will need to provide
- If anyone on your return was without coverage during the year and believe you qualify for an exemption from the Shared Responsibility Fee bring the documentation to support the exemption
- If everyone on your return had healthcare coverage for the whole year and it was not through the healthcare exchange you don't need anything extra for 2014