
D&M ACCOUNTING • TAX RETURN PREPARATION CHECKLIST

Use the following list of items and questions to prepare or collect information and records for preparing your taxes or to bring in to your tax preparer.

1. W2 and W2G (gambling) Statements
2. Copy of last year's Tax Returns, if **NOT** prepared by D&M
3. Interest statements, stock trades, etc., plus all 1099 Statements you received
4. Retirement 1099's
5. Social Security Statements
6. Unemployment Statements (you usually have to print off of the internet)
7. Did you make an IRA contribution? If so we need to know amount and Roth or Traditional
8. Make any HSA/HRA/MSA contributions on your own not through your payroll check? We need amount paid.
9. Did you buy or sell stocks last year? If yes, get out your confirmations
(We need both your Cost/Purchase of Stock and Sale of Stock confirmations.)
10. Did you buy or sell a house? We need both Purchase and Sale Closing Statements.
11. Did you make any charitable contributions? We will need receipts for each contribution. Please be sure a **VALUE** is on each Receipt.
12. Did anyone take college classes? We need a Form **1098T** from your college, showing tuition and fees you paid, along with **Edvest** and **529 plan** year end documents.
13. Did you make payments on student loans? If so, we need Form **1098E** statements.
14. If you adopted a child, your adoption tax credit may be fully refundable. Need costs incurred.
15. **Self Employment**
 - We need income and expenses summarized and totaled by category, also **Mileage Log** (enclosed).
16. **Rental Properties**
 - We need income and expenses summarized and totaled by category, also **Mileage Log** (enclosed).
17. Health Insurance – We Need Forms 1095 A, B or C.
18. **Medical & Dental Expenses**
 - Totaled by category. (We don't need receipts, just totals) You need to keep receipts for audit.
19. **Deductible Taxes**
 - Real estate taxes paid in tax year. Need tax bill **AND** receipt of payment. New Auto Sales Tax!
20. **Education Expenses**
 - Are you a teacher? If yes, did you spend your own money for classroom supplies?
 - If yes, we need the total money spent. Write on a separate piece of paper.
21. **Business Use of Home**
 - For Safe Harbor Rule, we need total square footage of home and office space. In some cases we also need homeowners insurance and utilities paid. Write on separate piece of paper.
22. **Child Care**
 - Do you pay child care? Y / N (If yes, we need Daycare name, Federal ID#, address, and amount paid for each child).
23. **Rent**
 - We need to know rent paid for the year and if heat was included or not.
 - If you make less than \$25,000 be sure and get a Rent Certificate filled out by your landlord.
24. **Refund Handling**
 - If your account changed from last year we need new banking information for direct deposit.
25. **Driver's License's for both taxpayer and spouse.**