**Checklist - Tax Documentation**

**Filing Status and Dependent Info Self-Employment Info**

\_\_\_ Lease /agreement/Rent Receipts \_\_\_ 1099-Misc and/or Record of Income

\_\_\_ Utility Bills \_\_\_ Mileage (log book or records)

\_\_\_ Social Security Cards \_\_\_ Supplies

\_\_\_ Birth Certificate(s) \_\_\_ Materials

\_\_\_ Valid Driver’s License/State ID \_\_\_ Insurance

\_\_\_ School Records/Letter \_\_\_ Wages/Commissions

\_\_\_ Medical Records/ Doctor info \_\_\_ Travel/Entertainment

 \_\_\_ New/Used Equipment Purchases

 \_\_\_ Advertising Expenses

**Income Forms** \_\_\_ Auto/Equipment repairs

\_\_\_ W2s \_\_\_ Fuel Expenses

\_\_\_ Dividend Statements \_\_\_ License Fees

\_\_\_ Bank Interest Statements \_\_\_ Repairs/Maintenance

\_\_\_ 1099-R (Retirement/Pension) \_\_\_ Utilities

\_\_\_ Unemployment Statement(s) \_\_\_ Contract Labor

\_\_\_ Social Security Statement(s) \_\_\_ Rent (paid)

\_\_\_ Stock Sales \_\_\_Interest

\_\_\_ K-1(s) \_\_\_ Office Expenses

\_\_\_W2-G (Gambling Winnings) \_\_\_ Equipment purchased

\_\_\_ 1099-A and 1099C (Cancellation of Debt) \_\_\_ Bank Statements

\_\_\_ Alimony Paid/Received

**Deductions**

\_\_\_ Mortgage Interest Statements (1098)

\_\_\_ Property Tax Statement

\_\_\_ BMV registration information **Rental Property**

\_\_\_ Child Care Expenses (w/provider info) \_\_\_ Rental Income Received

\_\_\_ Education Expenses (1098-T) \_\_\_Mortgage Interest Statements

\_\_\_ Cash Donations \_\_\_Insurance

\_\_\_ Non-cash donations \_\_\_Repairs

\_\_\_ IRA/ROTH contributions \_\_\_ Supplies

\_\_\_ Health Savings Contributions (1099-SA) \_\_\_ Utilities

\_\_\_ Educator Expenses \_\_\_ Advertising

\_\_\_ Moving Expenses \_\_\_ Legal Fees

\_\_\_ Medical Expenses \_\_\_ Maintenance/Cleaning

\_\_\_ Mileage (log book or register) \_\_\_ Closing Statement (new purchase/sale)

\_\_\_ Closing Statement (new purchase/sale) \_\_\_ Improvements

\_\_\_ Job Seeking Expenses \_\_\_ Management Fees

\_\_\_ Student Loan Interest \_\_\_ Landscaping

 \_\_\_ Bank Statements

 \_\_\_ Mileage Log

\*note:

 For stock sales, please bring purchases and sales price if not included on statement

 Child Care credit – bring Tax ID or Social Security number, name and address of provider

Cash donations – must have written statement from organizations

All expenses and Income must be substantiated with necessary documentation, if audited.